



***Non-public session in accordance with RSA 91-A: 3, II to discuss the  
City Manager's Evaluation and non-public session in accordance with RSA 91-A: 3, II (d)  
to discuss property acquisition to begin at 5:15 p.m.***

**City Council Meeting  
Agenda  
May 11, 2015  
City Council Chambers  
7:00 p.m.**

1. Call to Order.
2. Invocation by the Reverend Jared Rardin from the South Congregational Church.
3. Pledge of Allegiance.
4. Roll Call.
5. Approval of the April 13, 2015 Minutes.
6. Agenda overview by the Mayor.
7. Presentation of donation from Unitil to the Friends of the Concord City Auditorium for their LED lighting project.

***- Consent Agenda Items -***

**Items Tabled for a June 8, 2015 Public Hearing**

8. Resolution amending and restating the Revolving Loan Fund's Program Income Reuse Plan (PIRP); together with a report from the Director of Redevelopment, Downtown Services, and Special Projects.
9. Resolution authorizing the City Manager to submit an application in an amount of up to \$500,000 and to accept and appropriate grant proceeds of up to \$500,000 in Community Development Block Grant Funds on behalf of Merrimack Valley Day Care Services (MVDC); together with report from the Director of Redevelopment, Downtown Services, and Special Projects.
10. Resolution readopting the City's Displacement and Relocation Policy Statement and Procedures.

**Items Tabled for a June 4, 2015 Public Hearing**

11. Resolution fixing and determining the amount of money to be appropriated by the City of Concord for the fiscal year 2016 ending June 30, 2016. *(To be distributed under separate cover)*
12. Resolution amending the amount of money to be appropriated by the City of Concord for the fiscal year 2016 ending June 30, 2016. *(To be distributed under separate cover)*
13. Resolution for bonded projects within the Capital Budget for Fiscal Year 2016 ending June 30, 2016, authorizing and approving the expenditure of funds and authorizing the issuance of bonds and notes for various capital projects. *(To be distributed under separate cover)*
14. Resolution for annual capital closeout and repurposing of capital projects funds; together with report from the Senior Accountant. *(To be distributed under separate cover)*
15. Ordinance amending the Code of Ordinances, Title I, General Code; Chapter 1, Government Organization, amending Schedule I of Article 1-5, Fees, Fines and Penalties, Water Rates. *(To be distributed under separate cover)*
16. Ordinance amending the Code of Ordinances, Title I, General Code; Chapter 1, Government Organization, amending Schedule I of Article 1-5, Fees, Fines and Penalties, Sewer Rates. *(To be distributed under separate cover)*

**From the City Manager**

17. Positive Citizen Comments.

**Consent Reports**

18. Diminimus gifts and donations report from the Library Director requesting authorization to accept monetary gifts totaling \$2,044.70 as provided for under the preauthorization granted by City Council.
19. Diminimus gifts and donations report from the Parks & Recreation Director requesting authorization to accept monetary gifts totaling \$20,817.63 as provided for under the preauthorization granted by City Council.
20. Quarterly Financial Statements from the Deputy City Manager – Finance.
21. Amendment to the Concord City Auditorium Management Agreement along with a report from the Deputy City Manager – Finance.
22. Report from the Facilities Naming Committee in response to a communication from the Varsity Club at Concord High School requesting the City of Concord consider naming the press box at Memorial Field the “Gene Connolly Press Box”. (10-10)

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23. Quarterly Current Use Change Tax Report from the Director of Real Estate Assessments.
24. Semi-Annual Pay-As-You-Throw (PAYT) Report from the General Services Director.
25. Report from the Deputy City Manager – Development recommending conditional authorization for the Granite State Airport Management Association to hold a 5K road race on main runway 17/35 at the Concord Municipal Airport on November 7, 2015.

**Consent Resolutions**

26. Resolution in recognition of the Services of Master Police Office Eric A. Crane.  
*(For presentation in June)*

**Consent Communications**

27. Street closure request for the 10<sup>th</sup> Annual Concord Multicultural Festival to be held on September 26, 2015 from 2:00 – 6:00 p.m.
28. Street closure request from the West Congregational Church for their annual Neighborhood Block Party to be held on June 27, 2015 from 10:00 a.m. – 4:00 p.m.

***\*\*End of Consent Agenda\*\****

**29. May 11, 2015 Public Hearings**

- A. Resolution adopting an amended Comprehensive Transportation Policy; together with report from the Transportation Policy Advisory Committee. (4-9)
- B. Resolution appropriating the sum of \$60,000 from the Building Improvement Reserve Fund for demolition of City owned property located at 10 Prince Street; together with report from the Director of Redevelopment, Downtown Services and Special Projects. (4-10)
- C. Resolution authorizing the City Manager to enter into a purchase and sales agreement with the Penacook Community Center concerning city owned property located on Village Street in Penacook; together with report from the Director of Redevelopment, Downtown Services and Special Projects in response to a communication from Deb Cuddahy, Penacook Community Center, asking the City to consider selling or entering into a long term lease of a city owned parcel of land on Village Street, lot #143P-31. (1-8) (4-11)
- D. Resolution accepting and appropriating the sum of \$36,274.57 from Primex Insurance reimbursement and transferring the sum of \$36,274.57 to the Capital Reserve Trust Account for building improvements; together with report from the Deputy City Manager – Finance. (4-12)

- E. Resolution appropriating the sum of \$236,000 from Unassigned Fund Balance and transferring the sum of \$100,000 from Contingency to General Fund, General Services Snow and Ice Control accounts to support winter maintenance over-expenditures; together with report from the Deputy City Manager - Finance. (4-13)

**May 11, 2015 Public Hearing Action**

- 30. Resolution authorizing the Annual Appraisal of Real Estate at Market Value per RSA 75:8-b; together with report from the Director of Real Estate Assessments. (2-7) (3-26A) (4-37A) *(In accordance with RSA 75-8-b public hearings were held in March and April)*
- 31. Resolution adopting an amended Comprehensive Transportation Policy; together with report from the Transportation Policy Advisory Committee. (4-9)
- 32. Resolution appropriating the sum of \$60,000 from the Building Improvement Reserve Fund for demolition of City owned property located at 10 Prince Street; together with report from the Director of Redevelopment, Downtown Services and Special Projects. (4-10)
- 33. Resolution authorizing the City Manager to enter into a purchase and sales agreement with the Penacook Community Center concerning city owned property located on Village Street in Penacook; together with report from the Director of Redevelopment, Downtown Services and Special Projects in response to a communication from Deb Cuddahy, Penacook Community Center, asking the City to consider selling or entering into a long term lease of a city owned parcel of land on Village Street, lot #143P-31. (1-8) (4-11)
- 34. Resolution accepting and appropriating the sum of \$36,274.57 from Primex Insurance reimbursement and transferring the sum of \$36,274.57 to the Capital Reserve Trust Account for building improvements; together with report from the Deputy City Manager – Finance. (4-12)
- 35. Resolution appropriating the sum of \$236,000 from Unassigned Fund Balance and transferring the sum of \$100,000 from Contingency to General Fund, General Services Snow and Ice Control accounts to support winter maintenance over-expenditures; together with report from the Deputy City Manager - Finance. (4-13)

**Appointments by the Mayor**

**Reports**

**New Business**

**Unfinished Business**

- 36. Ordinance amending the Code of Ordinances, Title I, General Code; Chapter 14, Morals and Conduct, Use of Consumer/Permissible Fireworks; together with report from the City Solicitor in response to a request from Councilor Matson that consideration be given to an

ordinance prohibiting the use and possession of high powered fireworks within the City of Concord. (8-7) (3-10) (4-37E; 4-41) *(Following an April 13, 2015 public hearing this item was referred to the Public Safety Board for review) (Report from the Public Safety Board submitted)*

37. Ordinance amending the Code of Ordinances, Title IV, Zoning Code; Chapter 28, Article 28-2, Zoning Districts and Allowable Uses, Article 28-5, Supplemental Standards, Article 28-7, Access, Circulation, Parking, and Loading and Glossary, Alternative Treatment Centers; together with report from the Deputy City Manager – Development. (11-10) (2-9) (3-26C; 3-28) (4-44)
38. Resolution amending the official map so as to establish the mapped lines of a future street for a new street from the intersection of Storrs and Theatre Streets southerly to Langdon Avenue; together with report from the Assistant City Planner. (1-16) (2-33I; 2-42) (3-39) (4-37) (5-58) (6-53) (7-40) (8-65) (9-37) (10-36) (11-40) (12-37)(1-42) (2-56) (3-45) (4-18) (5-45) (6-42) (7-38) (8-26) (9-42) (10-41) (11-41) (12-33) (1-47) (2-34) (3-30) (4-46) *(Action on this item tabled following a February 2013 public hearing)*
39. Ordinance amending the Code of Ordinances, Title III, Building and Housing Codes; Chapter 27, Housing Maintenance and Occupancy Code; Article 27-1, Housing Maintenance and Occupancy Code, Section 27-1-5, Amendments to the International Property Maintenance Code/2009; together with report from Code Administration. (8-14)(9-26C; 9-29) (10-37) (11-41) (12-38) (1-43) (2-57) (3-46) (4-49) (5-46) (6-43) (7-39) (8-27) (9-43) (10-42) (11-42) (12-34) (1-48) (2-35) (3-31) (4-47) *(Action on this item was tabled after a public hearing was held on September 9, 2013.)*

**Comments, Requests by Mayor, City Councilors**

**Comments, Requests by the City Manager**

**Consideration of Suspense Items**

**Adjournment**

**Information**

- 5 Inf 1 January 16, 2015 and March 4, 2015 Facilities Naming Committee Meeting Minutes.
- 5 Inf 2 March 30, 2015 Public Safety Board Meeting Minutes.
- 5 Inf 3 April 6, 2015 Concord Public Library Board of Trustees Meeting Minutes.
- 5 Inf 4 April 14, 2015 Committee Concord's Plan to End Homelessness Meeting Minutes.
- 5 Inf 5 April 21, 2015 Traffic Operations Committee Meeting Minutes.

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- 5 Inf 6 District Two Executive Council report from Colin Van Ostern.
- 5 Inf 7 Communication from the State of New Hampshire, Department of Transportation regarding the installation of milled rumble strips on Loudon Road.
- 5 Inf 8 Communication from the State of New Hampshire, Department of Transportation outlining their highway maintenance District 5, Proposed Resurfacing Program for CY2015.
- 5 Inf 9 Proclamation proclaiming May 17 – May 23, 2015 National Public Works Week.
- 5 Inf 10 Proclamation in recognition of the Capitol Ski & Outing Club.
- 5 Inf 11 Concord TV's proposed budget for FY2015-2016.



***Non-public session in accordance with RSA 91-A: 3, II to discuss the  
City Manager's Evaluation and non-public session in accordance with RSA 91-A: 3, II (d)  
to discuss property acquisition to begin at 5:30 p.m.***

City Council Meeting  
Draft Minutes  
April 13, 2015  
City Council Chambers  
7:00 p.m.

1. The Mayor called the meeting to order at 7:00 p.m.
2. Invocation by Father Richard Roberge from Christ the King Parish.
3. Pledge of Allegiance.
4. Roll Call. Councilor Bouchard, Mayor Bouley, Councilors Champlin, Grady Sexton, Herschlag, Keach, Matson, McClure, Nyhan, St. Hilaire, Shurtleff, Todd and Werner were present. Councilors Bennett and Coen were excused.
5. Approval of the March 9, 2015 Minutes. *(revised pages 1 and 11 submitted)*

**Action:** Councilor St. Hilaire moved approval of the March 9, 2015 minutes with revised pages 1 and 11. The motion was duly seconded and passed with no dissenting votes.

6. Agenda overview by the Mayor.
7. Labor Relations Committee report relative to the City Manager's evaluation, in accordance with Section 21(b) of the City Charter.

**Action:** Mayor Bouley explained that, in accordance with Section 21 (b) of the City Charter, Council shall evaluate the City Manager's performance in office and after such evaluation they shall determine in public session whether the City Manager's overall performance in the office has been satisfactory or unsatisfactory.

Councilor St. Hilaire moved that the Council vote satisfactory on the Manager's evaluation. The motion was duly seconded.

Councilor St. Hilaire explained the evaluation process noting that each Councilor receives a multipage packet to complete; these are compiled and turned into one evaluation. He indicated that every Councilor voted "satisfactory". He thanked the City Manager for another great year.

Mayor Bouley stated that he feels that “satisfactory” doesn’t do justice for the Manager’s level of performance. He thanked the City Manager, on behalf of the Council and the community, for all he does.

The motion passed with no dissenting votes.

8. Report on the status of the Downtown Complete Streets Improvement Project, CIP #460.

**Action:** City Engineer Ed Roberge introduced Brett St. Clair and Alex McIntire who are part of the project team. Digger the mascot was present. Mr. Roberge highlighted the construction schedule including Main Street utility being completed in 2014; North Main Street improvements in 2015; South Main Street improvements in 2016. He further highlighted the schedule for 2015 – Centre Street to Pleasant Street, along the east side, from March to June; Market Days will be held from June 25<sup>th</sup> through 27<sup>th</sup>; Centre Street to Pleasant Street, along the west side, from July to November. He provided several current construction photos. He is pleased to announce that construction is within scope, on schedule, and on budget at this point moving forward.

In regards to wayfinding signage, Mr. Roberge stated that they went back to the designer and made necessary changes based upon Council comments. The plans are finalized and they are going through design development and the contract documentation phase currently. He presented a PowerPoint slide with a palette of signs. With respect to lighting, they had looked at a number of alternatives and are moving forward with a recommended plan which includes uplighting boulevard trees and focus lighting in City Plaza, the Clock Tower, Eagle Square, Bicentennial Square and Capitol Commons. He presented some example photos. Mr. Roberge indicated that they are also working on snowmelt systems and through the process that City Council agreed on, they are working with five property owners: the Smile Building, the Love Your Neighbor Building, Phenix Hall, Charter Trust/Zoe’s, Merrimack County Savings Bank and the Prescription Center. He explained a design/build contract which is they would design, develop and price these out with the contractor; they are in the process of reviewing this with the building owners. (Powerpoint presentation on file at the City Clerk’s Office)

Brett St. Clair, Louis Karno and Co. Communications, indicated that the downtown community has been great and seems to really appreciate what the city is doing for them. He stated that their goal for this project, on the communications side, is to try to get the whole community behind the project because it’s going to be really important for Concord and a huge change within the community and will transform Concord’s downtown from a drive thru downtown to a destination downtown. The objectives for the marketing communication program are: to help maintain commerce during Main Street’s transformation; keep downtown businesses, property owners, residents and patrons informed about construction plans so they can adapt and work around what’s happening; encourage patrons, employees and residents to park in public parking garages or on side streets during construction; have merchants, businesses and community members express support for the project; and have members of the community and those who work in Concord understand and be excited about the future benefits of downtown.



Mr. St. Clair indicated that some of the work that they have done ranges from their website and weekly email project updates. The core of their communication effort is an extensive amount of face to face communication with the businesses and employees. He added that they are also doing radio advertisements, print advertising and social media. He announced that there will be a groundbreaking ceremony for the project on Monday, April 20<sup>th</sup> at 10:00 a.m. in front of the State House Arch.

Regarding the work schedule, Councilor Herschlag noticed that work is going to be done for 2 ½ months on the east side of the street but the project is being worked on for 5 months on the west side of the street. Mr. Roberge responded that the west side is more complex because they are dealing with the double step curb and shifting the center line of the roadway over. There is much more work that needs to be done on the west side than the east side.

Councilor Todd noted that he feels that the project has been a good roll out so far. He asked how individuals would sign up for the email announcements. Mr. St. Clair indicated that they would go to the project website, [concordmainstreetproject.com](http://concordmainstreetproject.com), and click the button on the upper right hand corner of the homepage to subscribe to the email newsletter to stay informed.

City Manager Tom Aspell inquired whether there is any information in terms of the tone and the color hue of the lighting. Mr. Roberge responded that they asked the lighting designer to look at the different varieties of uplighting and expects them to be sending him two samples of uplights: one would be a bright white and one would be the programmable. They will look at varying colors of programmable units versus all white units and evaluate all the different colors and hues.

Councilor St. Hilaire questioned whether the white lighting would be the warm white lighting or the traditional cold led white lighting. Mr. Roberge noted that the lighting designer was very specific about the warmth color of the light and is clearly a requirement of this project.

***- Consent Agenda Items -***

***Note: items listed as pulled from the consent agenda  
will be discussed at the end of the meeting.***

**Action:** Councilor St. Hilaire moved approval of the consent agenda with items 18 and 23 being removed for discussion at the end of the agenda. The motion, as amended, was duly seconded and passed with no dissenting votes.

**Items Tabled for a May 11, 2015 Public Hearing**

9. Resolution adopting an amended Comprehensive Transportation Policy; together with report from the Transportation Policy Advisory Committee.

10. Resolution appropriating the sum of \$60,000 from the Building Improvement Reserve Fund for demolition of City owned property located at 10 Prince Street; together with report from the Director of Redevelopment, Downtown Services and Special Projects.
11. Resolution authorizing the City Manager to enter into a purchase and sales agreement with the Penacook Community Center concerning city owned property located on Village Street in Penacook; together with report from the Director of Redevelopment, Downtown Services and Special Projects in response to a communication from Deb Cuddahy, Penacook Community Center, asking the City to consider selling or entering into a long term lease of a city owned parcel of land on Village Street, lot #143P-31. (1-8)
12. Resolution accepting and appropriating the sum of \$36,274.57 from Primex Insurance reimbursement and transferring the sum of \$36,274.57 to the Capital Reserve Trust Account for building improvements; together with report from the Deputy City Manager – Finance
13. Resolution appropriating the sum of \$236,000 from Unassigned Fund Balance and transferring the sum of \$100,000 from Contingency to General Fund, General Services Snow and Ice Control accounts to support winter maintenance over-expenditures; together with report from the Deputy City Manager - Finance.

**From the City Manager**

14. Positive Citizen Comments.

**Consent Reports**

15. Diminimus gifts and donations report from the Library Director requesting authorization to accept monetary gifts totaling \$3,759.05 as provided for under the preauthorization granted by City Council.
16. Diminimus gifts and donations report from the Police Department requesting authorization to accept monetary gifts totaling \$2,246.40 as provided for under the preauthorization granted by City Council.
17. Diminimus gifts and donations report from the City Manager requesting authorization to accept monetary gifts totaling \$30 as provided for under the preauthorization granted by City Council.
18. Report from the Deputy City Manager – Finance recommending the FY2016 Finance Committee budget review schedule and guidelines. (*Pulled from consent by Mayor Bouley*)

**Action:** Item removed from the consent agenda for discussion.

19. Report from the Deputy City Manager – Finance requesting the City Manager be authorized to enter into a vehicle refueling agreement with the Merrimack Valley School District.

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20. Report on the FY 2016 Proforma Model from the Deputy City Manager – Finance
21. Report from the Deputy City Manager – Development analyzing the fee structure applied to peddlers on public property. (2-27)
22. Report from the Deputy City Manager – Development concerning the NH Rail Transit Authority's "Preferred Alternative" recommendation. (3-20)
23. Report from the Director of Redevelopment, Downtown Services & Special projects regarding the Capital Commons Parking Garage. *(Pulled from consent by Councilor Herschlag)*

**Action:** Item removed from the consent agenda for discussion.

24. 2014-2015 City Council Quarterly Priorities Report from the City Manager.
25. Public Safety Board Annual Report.
26. Report from the Parks and Recreation Director regarding July 4, 2016 festivities in the City of Concord.
27. Report from the Parks and Recreation Director regarding the status of the skateboard park.

**Consent Resolutions**

28. Resolution re-adopting the Beneflex plan and authorizing the City Manager to execute Beneflex plan documents.

**Consent Communications**

29. Street closure request from the Concord Family YMCA for a block party/barbecue to be held on Friday May 15, 2015.
30. Street closure request from the Penacook Historical Society for a Memorial Day Parade to be held on Saturday May 23, 2015. *(Request withdrawn)*
31. Street closure request from the Veterans of Foreign Wars for the annual Memorial Day Parade to be held on May 25, 2015.
32. Revised street closure request for the Christa McAuliffe Fun Fair Carnival to take place on Wednesday, May 27, 2015. (3-22)
33. Street closure request from the Library Director for Live Music on the Lawn events to take place on Tuesday June 16<sup>th</sup>, Tuesday June 30<sup>th</sup>, Wednesday July 29<sup>th</sup> and Tuesday August 11<sup>th</sup>.

34. Street closure request for the Capitol City Triathlon Event to be held on Sunday, July 26, 2015.
35. Street closure request for the 2<sup>nd</sup> Annual New England Half Marathon to be held on Sunday, October 4, 2015.

**Appointments**

36. City Manager's proposed appointment to the Heritage Commission.  
*J. Richard Jacques, Sr.*

**From the Mayor**

***\*\*End of Consent Agenda\*\****

**37. April 13, 2015 Public Hearings**

- A. Resolution authorizing the Annual Appraisal of Real Estate at Market Value per RSA 75:8-b; together with report from the Director of Real Estate Assessments. (2-7) (3-26A)  
*(In accordance with RSA 75-8-b public hearings must be held in March and April, with Council action to take place in May)*

**Action:** City Manager Aspell explained that this is the second public hearing for this item pointing out that action is to be taken at the May meeting.

Mayor Bouley opened the public hearing. There being no public testimony, the Mayor closed the hearing.

- B. Ordinance amending the Code of Ordinances; Title II, Traffic Code; Chapter 18, Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-6, Parking Prohibited at All Times in Designated Places, Schedule I, to establish no parking on portions of Oak, Fuller, and Marshall Streets; together with a report from the Director of Redevelopment, Downtown Services, & Special Projects. (3-7)

**Action:** City Manager Aspell provided a brief overview pointing out that this item has the recommendation of the Parking Committee.

Mayor Bouley opened the public hearing. There being no public testimony, the Mayor closed the hearing.

- C. Ordinance amending the Code of Ordinances; Title II, Traffic Code; Chapter 18, Parking Article 18-1, Stopping, Standing and Parking, Section 18-1-13, Parking Prohibited in Specific Places, Schedule XX, to establish a new City Parking Lot at Dixon Avenue; together with a report from the Director of Redevelopment, Downtown Services, & Special Projects. (3-8)

**Action:** City Manager Aspell provided a brief overview.

Mayor Bouley opened the public hearing. There being no public testimony, the Mayor closed the hearing.

- D. Resolution authorizing the City Manager to divest of City property located at 8-10 Sexton Avenue; together with report from the Director of Redevelopment, Downtown Services and Special Projects. (3-9)

**Action:** City Manager Aspell provided a brief overview indicating that the redevelopment of the property will likely expand the city's tax base and potentially the city's employment base depending upon the final development plan for the property. He added that staff recommends the sale of the property.

Mayor Bouley opened the public hearing. There being no public testimony, the Mayor closed the hearing.

- F. Ordinance amending the Code of Ordinances, Title I, General Code; Chapter 1, Government Organization, by amending Schedule I of Article 1-5, Fees, Fines and Penalties; together with report from the Deputy City Manager – Finance. (3-11)  
*(Substitute page 9 of the ordinance; together with report from the Deputy City Manager – Development submitted)*

**Action:** There being no Council objection, the titles for both F and G were read together.

City Manager Aspell provided a brief overview.

Mayor Bouley opened the public hearings for items F and G. There being no public testimony, the Mayor closed the hearings.

- G. Non-ordinance fees. (3-12)

**Action:** Public hearing for this item taken with item F.

- E. Ordinance amending the Code of Ordinances, Title I, General Code; Chapter 14, Morals and Conduct, Use of Consumer/Permissible Fireworks; together with report from the City Solicitor in response to a request from Councilor Matson that consideration be given to an ordinance prohibiting the use and possession of high powered fireworks within the City of Concord. (8-7) (3-10)

**Action:** Mayor Bouley announced that he is taking Rule Six on this item.

City Manager Aspell provided a brief overview indicating that this ordinance regulates the time of day that consumer permissible fireworks may be used in the city and includes fees, fines and penalties associated with this. He stated that the purpose of the ordinance is that any person wishing to display or use consumer or permissible fireworks may do so

without the need of a municipal license or permit but any such use shall be prohibited between the hours of 11:00 p.m. and 10:00 a.m. each day.

Councilor Bouchard asked if this ordinance would still allow fireworks but they would have to end by 11:00 p.m. or whether it prohibits them. Mr. Aspell clarified that fireworks would be prohibited after 11:00 p.m. Councilor Bouchard questioned whether this would be for seven days a week. Mr. Aspell confirmed that it would be for seven days a week. Councilor Bouchard noted her concerns that 11:00 p.m. during the work week is still late for people to be hearing those explosives. She questioned whether they could amend the time to 10:00 p.m. Mr. Aspell responded yes.

Mayor Pro Tem St. Hilaire opened the public hearing.

### **Public Testimony**

Barbara Bell, resident, indicated that she sees constant fireworks being set off during the daytime on a daily basis within a neighborhood that has dense housing close to sidewalks. Fireworks are being set off on sidewalks, in streets, over utility lines and onto other properties. She noted that motorists and people often get startled and she would like to see more restrictions placed upon fireworks. She feels that the proposed ordinance doesn't address the concerns for the neighborhoods within the city. She indicated that if the city were to consider permitting they could require insurance to cover any possible liabilities that may occur. Ms. Bell urged the Council to reconsider the proposed ordinance to include more restrictions and/or permitting based upon the experience that the neighborhoods have had.

Councilor Bouchard asked if the fireworks were going up in the air during the daytime or whether they were firecrackers on the ground. Ms. Bell responded that she was not sure but that she had cardboard cartridges in her yard as a result.

Councilor Herschlag asked Ms. Bell for her thoughts on differentiating where fireworks are allowed so that the downtown area may have a stricter ordinance than the outlying areas of the city or being more restrictive on the types of fireworks that could or could not be utilized in a higher density area. Ms. Bell noted that she does not think it's fair to penalize people that have enough area on their property to let them off; there is not enough of an area/lot in downtown residences.

Councilor Grady Sexton inquired whether Ms. Bell is in favor of prohibiting the use of consumer fireworks. Ms. Bell responded that her initial thought was that this would be the simplest thing to do. She stated that this may be conservative but the decision is up to Council as to what kind of community they want to have. Ms. Bell noted that it may present lesser problems in different areas with clear restrictions that prevent inappropriate behavior.

Councilor Champlin inquired as to the frequency of these occurrences within Ms. Bell's neighborhood. Ms. Bell replied that it went on unannounced all last summer.

Councilor Shurtleff asked if Ms. Bell would have any objection if the Council referred this item to the Public Safety Board. Ms. Bell stated that she was surprised that this item didn't go to them. She noted that she has no objection to this.

Evan Mulholland, resident, noted that this is probably the most important issue for him in his relationship with the city. He pointed out the danger of the residuals of the fireworks landing on a deck or the rooftop of a house. He supports the proposed ordinance and that he would go farther to distinguish between the parts of the city and ban fireworks where it's densely populated or have some type of permitting system or something much more restrictive. He noted that he would also be in favor of a citywide ban. Mr. Mulholland spoke on behalf of his neighbor Mary Deal who wanted him to express to the Council that she is also in favor of any type of firework restrictions.

Scott Smith, resident, noted his concern with reoccurring fireworks throughout the year any evening of the week, frequently Sundays, within the Branch Turnpike neighborhood. He listed individuals that are affected by fireworks: people, including young children, sleeping normal hours; people who sleep to work an odd shift; veterans; and the immigrant community many of whom may have come from war torn areas. He expects that it would be the role of the Council to end it. Regarding comments of having different restrictions based on the part of town, he feels that whether you are living in an apartment within the center of the city or living on the most remote area outside the city, there should be peace and quiet from fireworks.

Mike Cashion urged that Council be mindful that the ordinance takes into consideration some of the events that go on throughout the city that people look forward to. He hopes that it wouldn't hinder any community events.

Councilor Champlin noted that as he understands it Mr. Cashion doesn't want to see an ordinance that would negatively impact the Black Ice Tournament, the 4<sup>th</sup> of July celebration or New Year's Eve fireworks. Mr. Cashion responded that to be correct.

There being no further public testimony, the Mayor Pro Tem closed the hearing.

#### **April 13, 2015 Public Hearing Action**

41. Ordinance amending the Code of Ordinances, Title I, General Code; Chapter 14, Morals and Conduct, Use of Consumer/Permissible Fireworks; together with report from the City Solicitor in response to a request from Councilor Matson that consideration be given to an ordinance prohibiting the use and possession of high powered fireworks within the City of Concord. (8-7) (3-10)

**Action:** Councilor Shurtleff moved to refer this item to the Public Safety Board to make a recommendation to the Council. The motion was duly seconded.

Councilor Herschlag hopes that the Public Safety Board can take a look at the complexity of differentiating between the different types of fireworks; to see if it makes sense to have

specific dates and times on when they can and can't be set off; ensure that, with a city permit for special events, they would be allowed to occur.

The motion to refer this item to the Public Safety Board passed with no dissenting votes. Mayor Bouley recused himself from voting on this item.

38. Ordinance amending the Code of Ordinances; Title II, Traffic Code; Chapter 18, Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-6, Parking Prohibited at All Times in Designated Places, Schedule I, to establish no parking on portions of Oak, Fuller, and Marshall Streets; together with a report from the Director of Redevelopment, Downtown Services, & Special Projects. (3-7)

**Action:** Councilor Nyhan moved approval. The motion was duly seconded and passed with no dissenting votes.

39. Ordinance amending the Code of Ordinances; Title II, Traffic Code; Chapter 18, Parking Article 18-1, Stopping, Standing and Parking, Section 18-1-13, Parking Prohibited in Specific Places, Schedule XX, to establish a new City Parking Lot at Dixon Avenue; together with a report from the Director of Redevelopment, Downtown Services, & Special Projects. (3-8)

**Action:** Councilor St. Hilaire moved approval. The motion was duly seconded and passed with no dissenting votes.

40. Resolution authorizing the City Manager to divest of City property located at 8-10 Sexton Avenue; together with report from the Director of Redevelopment, Downtown Services and Special Projects. (3-9)

**Action:** Councilor Grady Sexton moved approval. The motion was duly seconded and passed with no dissenting votes.

42. Ordinance amending the Code of Ordinances, Title I, General Code; Chapter 1, Government Organization, by amending Schedule I of Article 1-5, Fees, Fines and Penalties; together with report from the Deputy City Manager – Finance. (3-11) *(Substitute page 9 of the ordinance; together with report from the Deputy City Manager – Development submitted)*

**Action:** Councilor Nyhan moved approval. The motion was duly seconded.

Councilor Nyhan pointed out that his motion included the substitute page 9.

The motion to approve passed with no dissenting votes.

43. Non-ordinance fees. (3-12)



**Action:** Councilor Nyhan moved approval. The motion was duly seconded and passed with no dissenting votes.

### Reports

### New Business

### Unfinished Business

44. Ordinance amending the Code of Ordinances, Title IV, Zoning Code; Chapter 28, Article 28-2, Zoning Districts and Allowable Uses, Article 28-5, Supplemental Standards, Article 28-7, Access, Circulation, Parking, and Loading and Glossary, Alternative Treatment Centers; together with report from the Deputy City Manager – Development. (11-10) (2-9) (3-26C; 3-28)

**Action:** This item remains on the table.

45. Schematic design, cost estimates, and financial pro forma for a proposed City-wide Multigenerational Community Center, CIP #443 report by the Director of Redevelopment, Downtown Services, & Special Projects. (2-33) (3-26D; 3-29) *(Supplemental report from the Director of Redevelopment, Downtown Services & Special projects; together with letters of supports for the proposed community center) (Communication from Second Start submitted)*

**Action:** Councilor Shurtleff moved to remove this item from the table. The motion was duly seconded and passed with no dissenting votes.

Matt Walsh, Director of Redevelopment, Downtown Services, & Special Projects, explained that, at the last meeting, Council had asked staff to look at new options called 4C and 5B along with revisions to 5A to renovate Dame School with the existing gym option only. He indicated that option 4 was predicated on tearing down the entire Dame School complex and replacing it with new construction; at the last meeting Council asked staff to consider adding dedicated space for Concord TV. The space would be approximately 65,000 square feet with a cost of \$15 million. He pointed out that option 5A is revised because it was overstated that it would cost \$7.5 million. Option 5B is to renovate the school and add a new gym which would be just under 61,000 square feet and would cost \$9.5 million. He highlighted the financial comparisons within his presentation.

Mr. Walsh presented two more concepts for consideration: Option 6 which would save the 1965 wing and the cafeteria and would build a new gym with a cost of \$8 to \$8.5 million; Option 7 is new construction without the turf field in the back with a cost \$8.3 to \$9.3 million. He pointed out several items: Council has been shown eleven options to date; interest rates are currently at a historical low; and construction inflation is anticipated at 5 percent per year. **(Powerpoint presentation on file at the City Clerk's Office)**

Mayor Bouley stated that he is in support of this project and feels that it's the right thing to do but, when looking at all of the upcoming projects, he can't make the numbers work on this particular project right now. He would like Council to consider asking Administration to go back and take a look at putting together a budget and proposal which would secure the building and make it usable for the next ten years. He realizes that construction costs will go up as time goes on and has spent time going through the capital budget to try to make the numbers work but the priorities are such that it's hard to push some of the projects out for safety purposes.

Councilor Bouchard noted her agreement with the Mayor noting that it's difficult to afford this project with all of the other projects they have. She noted that maybe staff could come back with something that includes the core programs that Parks and Recreation is doing. She asked whether it's possible to look at the old gym and whether there is something that can be done about the sound and air flow to make it a more comfortable usable space. She stated that she would like to see this get built now but they have to pay attention to what the taxpayers can afford.

Councilor Champlin noted his thoughts echoes the Mayor and Councilor Bouchard's comments. He thanked staff for the effort put into this project but is concerned as to what the property taxpayers can bear.

Councilor St. Hilaire stated that he feels that this is a worthy project and something that he would support but that the city and taxpayers cannot afford it right now. He noted that he would like to see whether there are some incidentals that the City Manager could suggest.

Councilor Herschlag noted that he is disappointed that they will not be moving forward with this project due to its cost. He suggested that Council give staff direction as to: what do they want for a facility; what do they want saved; and what are the important components. Staff could come back to let Council know how best to move forward with accomplishing this and how these components could be phased in over time in a cost effective manner.

Councilor Bouchard moved to accept the Mayor's recommendation. The motion was duly seconded and passed with no dissenting votes.

46. Resolution amending the official map so as to establish the mapped lines of a future street for a new street from the intersection of Storrs and Theatre Streets southerly to Langdon Avenue; together with report from the Assistant City Planner. (1-16) (2-33I; 2-42) (3-39) (4-37) (5-58) (6-53) (7-40) (8-65) (9-37) (10-36) (11-40) (12-37)(1-42) (2-56) (3-45) (4-18) (5-45) (6-42) (7-38) (8-26) (9-42) (10-41) (11-41) (12-33) (1-47) (2-34) (3-30) (*Action on this item tabled following a February 2013 public hearing*)

**Action:** This item remains on the table.

47. Ordinance amending the Code of Ordinances, Title III, Building and Housing Codes; Chapter 27, Housing Maintenance and Occupancy Code; Article 27-1, Housing Maintenance and Occupancy Code, Section 27-1-5, Amendments to the International Property Maintenance Code/2009; together with report from Code Administration. (8-14)(9-26C; 9-29) (10-37) (11-41) (12-38) (1-43) (2-57) (3-46) (4-49) (5-46) (6-43) (7-39) (8-27) (9-43) (10-42) (11-42) (12-34) (1-48) (2-35) (3-31) *(Action on this item was tabled after a public hearing was held on September 9, 2013.)*

**Action:** This item remains on the table.

**Comments, Requests by Mayor, City Councilors**

Councilor Todd announced upcoming events in conjunction with the Concord 250 celebration including: discussion about Concord's first church to be held on Thursday, April 16<sup>th</sup>, at 6:00 p.m. at the First Congregational Church; history of the Concord Fire Department to be held on Thursday, May 7<sup>th</sup>, at Fire Headquarters.

Councilor Herschlag announced that there will be another Ward Two neighborhood meeting to be held on April 21<sup>st</sup>, at the Newell Post Restaurant from 6:00 p.m. to 7:30 p.m.

Councilor Todd indicated that Concord 250 information is located at their website at [concord250.org](http://concord250.org) and on their Facebook page.

Councilor McClure noted that the fountain was taken out of the Main Street project because of funding and announced that there is a group that would like to raise private funds to put the fountain back into the project if the Council and the city would be inclined to do so. She stated that an opportunity has come up for which they need advanced support; it's for a potential CDFA grant for the project that would need to be submitted by Friday. To make this application strong, it would be nice to receive a letter of support from the city for this application. She indicated that the application would come from the Chamber of Commerce; the tax credits are committed in the amount of \$200,000 so this means that the chamber would then have to raise a potential \$200,000 to \$250,000 of private funding. She noted that if the CDFA grant is received, they would come back to the Council with a more full-fledged proposal along with committed private funds.

Councilor Champlin stated that he feels that this is an exciting opportunity particularly since it's essentially a public/private partnership with the city assisting to integrate this without delaying the Main Street program. He noted that many people feel that the fountain was an opportunity to create energy and activity downtown and to be a real magnet for activity that can help sustain and support the downtown businesses and put Concord on the map.

Councilor Bouchard asked for clarification that when they are speaking of a fountain they are really talking about a sidewalk water fountain park.

Councilor McClure stated that it was really important when they did consider the fountain that the plaza be available for meetings and demonstrations so it would be one of those fountains that could be stopped so the plaza could be utilized; it would not take up the entire plaza.

Councilor Bouchard indicated that she had voted against the fountain, not due to the funding, but because she didn't feel that it was appropriate for that space in front of the War Memorial and the Arch. She pointed out that there are occasional impromptu gatherings because of a bill or something else that is happening. She noted that it's great that this private/public partnership is happening but there is the ongoing cost of maintenance. She added that the Recreation and Park Advisory Committee has discussed looking at what to do with the pools and that they will be discussing the possibility of having these types of fountain parks. She suggested that Creative Concord come up with another idea of a fountain; something that would show respect for the War Memorial and the history of the Capital.

Councilor Werner noted his concerns with maintenance moving forward and what those costs may be.

Councilor Herschlag indicated that he is not supportive of a fountain at the State House Plaza because he doesn't feel that it's an appropriate area. He also noted his concerns with the ongoing maintenance costs.

Councilor Nyhan noted that this poses quite a few potential scheduling conflicts/construction delays; if they were to issue a letter of support and obtain these credits, how would it impact the existing project both scheduling and financially.

Mr. Aspell indicated that it is too early to say and would depend what they decide on the project as a whole. He stated that it would also depend upon when the design, the parts, the implementation, and how it would work with the installation of when they flip from one side of the street to the others. They would have to look at all the pieces to this. He pointed out what Councilor McClure is asking is whether they take the first step and apply for the dollars; when they make it to the point, based on all of the items, they could look at an increased project scope of costs and time and it would be up to the Council to determine whether or not they want to go down that line.

Councilor Nyhan asked, if they were to apply for these dollars, would the dollars be specifically earmarked for a fountain project or could they be used for other ways to enhance the Main Street project.

Councilor Champlin responded that they would be earmarked for a fountain project; this is the concept that would be presented to the CDFA.

Mayor Bouley clarified that even if Council gives a letter of support and the dollars are awarded, the Council would need to hold a public hearing.

Councilor McClure stated that the intention is to raise enough dollars to include some of the maintenance costs and it's not their intention to hold up the project. She noted that there is a lot

of work yet to do in terms of figuring out what the city needs so that they are using a minimum of city resources to put the project together.

Councilor Champlin doesn't feel that it's accurate to describe this as a park; it's a unique kind of fountain which would be flushed with the sidewalk and would not have a pool. He noted his respect for veterans and would not support this project if he thought it would have a deleterious effect on the War Memorial. He feels that the feature would attract families and attract individuals who will then see the memorial and be more aware of it.

Councilor St. Hilaire feels that it's worth them exploring the idea; it's not a commitment to do it. He feels that a water feature is something that would be attractive downtown and would attract people downtown. He doesn't feel that it's disrespectful to have a calm peaceful fountain in front of the memorial and believes that the scope of this project is different in such that it's not going to encompass the entire plaza but just a portion of it. He feels that the positives outweigh all the negatives.

Councilor Matson inquired as to what would happen to the dollars from the grant if the Council decides not to move forward with the fountain.

Councilor Champlin explained that they wouldn't have the actual dollars being held; what they would have is commitments for the funding that would be predicated or contingent upon the Council approving the project to move forward.

Councilor Bouchard stated that she didn't mean to imply that any Councilor did not respect war veterans or the War Memorial. She indicated that the water feature had been discussed at many meetings and many voted against it because it was felt that it wasn't the right type of water feature. She is not against a water fountain there but they are not speaking about what most would think is a water fountain, they are speaking about a sidewalk water feature. She is not opposed to a water fountain she just doesn't feel like the sidewalk water feature is appropriate there.

Councilor St. Hilaire noted that he feels that it would be appropriate to submit a letter of support because of the short window available and see whether there are several options that can be looked at to see if they can reach a consensus.

Councilor Todd indicated that he will be voting in support of the motion explaining that the decision this evening doesn't box them in and he is in favor of making any public area or popular area downtown family friendly/child friendly.

Councilor Werner supports Councilor St. Hilaire's comments. He feels that this represents a particular opportunity for something that is very specific that he thinks would add value to the downtown project. He is in support of investigating it and sending out a letter of support.

Councilor Herschlag is not entirely reassured that they would be able to back out of commitments made for tax credits and CDFA. He noted that, along with the appropriateness of that area and maintenance costs, he will not be able to support moving forward with this.

Councilor Shurtleff noted that he appreciates the work of Councilors Champlin and McClure in this project. He would love to see a water feature on Main Street but does agree with Councilor Bouchard that this may not be the right place. He will be voting against any motion that may come forward.

Mayor Bouley stated that he was one of the members that did not support the feature and was concerned about the memorial and the appropriateness of the area. Since then, he did research on similar parks and noted that some are located around memorials and that it can be done very tastefully and tactfully. His opinion in regards to these features has softened. He feels that giving a letter to this project at this point in time is extremely appropriate and they will get the opportunity to look at the exact design and what's being proposed when it comes back. He encouraged the Council to look at what other cities are doing with these water features. The Mayor stated that he doesn't want to slow this project down so if this is going to cause a delay, he is opposed to it. He feels that there is no harm in at least exploring this water feature.

City Manager Aspell staff would need to define what the project is going to be, how resources would be made available – are they receiving a design or receiving resources to do a design and if they are receiving a design, there would need to be a review of that design. He noted that one thing to keep in mind is that this is a federal project and with a federal project, you need to have federal review and approval. He noted that one of the things that would need to be kept in mind is construction costs and impacts; if you take a project and have another project, there is generally a cost impact with both of those.

Councilor McClure moved that the city provide a letter of support to the Chamber of Commerce for an application to CDFA for sponsoring a fountain in the Main Street project. The motion was duly seconded and passed 9 to 4 with a roll call vote with Councilors Grady Sexton, Keach, Matson, McClure, St. Hilaire, Todd, Werner, Mayor Bouley and Councilor Champlin voting yes. Councilors Herschlag, Nyhan, Shurtleff and Bouchard voted no.

Mayor Bouley reminded residents to register their dogs at the City Clerk's Office.

#### **Comments, Requests by the City Manager**

#### **Consideration of items pulled from the consent agenda for discussion**

- Items 18 and 23 have been pulled from the consent agenda for discussion.

18. Report from the Deputy City Manager – Finance recommending the FY2016 Finance Committee budget review schedule and guidelines. *(Pulled from consent by Mayor Bouley)*

**Action:** Mayor Bouley noted that they are looking for their final budget adoption for June 4<sup>th</sup>. He's been looking at what's going on with the state budget and there is great potential, in his opinion, for downshifting of costs. He wants to make sure that they are going to be in a position where they can be responsive enough if there is what may be significant downshifting. If they had to change their budget to reflect what goes on in the

state, he wants to put everyone on notice that he may ask for the Council to push off that June 4<sup>th</sup> public hearing and adoption date.

Councilor Champlin moved approval, with the recognition that it may need to be adjusted. The motion was duly seconded and passed with no dissenting votes.

23. Report from the Director of Redevelopment, Downtown Services & Special projects regarding the Capital Commons Parking Garage. *(Pulled from consent by Councilor Herschlag)*

**Action:** Councilor Herschlag noted that it appears strange to him that they would have public parking on the first level when most of the activity occurs on the Main Street level. He wonders and hopes that the Administration staff could be directed to change where public parking would have more direct access to Main Street.

Councilor Herschlag moved to change public parking from levels one and two to levels two and three. The motion was duly seconded.

Mayor Bouley indicated that he will be voting no on the motion stating that he feels that the report did an excellent job of laying out the strategy of why these spaces would be on the first and second floor. He added that he feels that it seems to work this way.

Councilor Todd has observed that there are a lot of times when it's actually rather difficult to find a parking space on Storrs Street so there are several businesses there that may welcome the fact that people can park on the first floor of the parking garage. He noted that he will be voting no on the motion.

Councilor Keach stated that he will also be voting no on the motion.

The motion failed on a voice vote.

Councilor St. Hilaire moved approval of the report. The motion was duly seconded and passed with one dissenting vote.

### **Consideration of Suspense Items**

### **Adjournment**

The time being 9:33 p.m., Councilor Matson moved to adjourn the meeting. The motion was duly seconded and passed with no dissenting votes.

*A true copy; I attest:*

*Michelle Mulholland  
Deputy City Clerk*





# CITY OF CONCORD

*In the year of our Lord two thousand and fifteen*

**RESOLUTION** AMENDING AND RESTATING THE REVOLVING LOAN FUND'S  
PROGRAM INCOME REUSE PLAN ("PIRP")

*The City of Concord resolves as follows:*

**WHEREAS,** In 1984, the City of Concord established Revolving Loan Fund Program; and,

**WHEREAS,** Monies within the Revolving Loan Fund are governed by the Program Income Reuse Plan ("PIRP"); and,

**WHEREAS,** the City desires to amend and restate the PIRP in its entirety by adopting the attached documents; and,

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Concord that:

- 1) This resolution shall take effect upon its passage.

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**City of Concord**

**Revolving Loan Fund**

**Program Income Reuse Plan**

**Adopted by City Council, June 2009**  
**Revised by CDAC, April 2015**  
**Approved by City Council, June 2015**

## **BACKGROUND**

The City of Concord's Revolving Loan Fund (RLF) was established in 1984 with program income generated from the Community Development Block Grant (CDBG) program, which funded Housing Rehabilitation Loan programs.

The intent of the RLF program is to establish a continuous and renewable source of income to further the City's community development efforts. The underlying premise is that if community development funds are lent at below market interest rates, then upon repayment of the loan by the borrower these funds could be lent to a new borrower and additional program benefits could be realized. This is seen as being particularly critical in light of the decline in federal and state funding programs and the increased competition for community development funding under the state's CDBG program.

The Program Income Reuse Plan (PIRP) describes the RLF program and how the income generated will be expended. Any funds received from the prepayment and monthly payments on outstanding loans will be allocated into the RLF annually, as recommended by the Community Development Advisory Committee (CDAC) and approved by City Council.

The PIRP is based on a citywide assessment of community development needs and is consistent with Concord's Housing and Community Development Plan.

The PIRP is prepared by CDAC in conjunction with City staff, and approved by City Council, following a public hearing.

## **STRUCTURE**

City staff, or a third party consultant as authorized by the City Manager, shall administer the RLF Program. Staff shall ensure submitted proposals are complete and in compliance with all program requirements prior to submission to CDAC for consideration. All loans shall be secured with a recorded mortgage deed and a corresponding promissory note. The completed loan package will be submitted to CDAC for loan terms, repayment requirements, and approval.

The City of Concord, or a vendor of its choice, shall service loans made from the RLF. All recaptured funds (principal, interest, late charges, and fees, as well as interest earned on the undesignated portion of the RLF account) shall be retained by the RLF for future loans and administrative expenses. Staff will use best reasonable efforts in collecting on delinquent loans and will advise CDAC if further action is required.

## **PROGRAM DESCRIPTION**

Eligible activities of the RLF are those included under Title 1 of the Housing and Community Development Act of 1974, as amended; 24 CRF Part 570, Final Rule November 9, 1992, as amended; New Hampshire Community Development Finance Authority regulations; various U.S. Department of Housing and Urban Development criteria; and CDAC policy that may be promulgated from time to time.

### *National Objectives:*

The RLF meets the following National Objectives:

- The proposed activities principally benefit low income individuals and/or families
- The eligibility requirements for social services components, including child care, require that at least 51 percent of program beneficiaries are low income
- The proposed activities will eliminate slums and blight

#### *State Priorities:*

The RLF meets many of the following State Priorities:

- Provides direct benefit to low income individuals and/or families in the form of improved housing and public facilities
- Provides financing for activities for which funding through other sources is not available or makes the project infeasible
- Preserves and promotes existing neighborhoods and community centers
- Protects and preserves historically and culturally valuable structures through rehabilitation as opposed to demolition and new construction
- Eliminates slums and blight
- Presents innovative and transferable solutions to community development problems
- Leverages matching funds from other sources
- Is part of a long range community development strategy and conforms to Concord's Master Plan, ordinances, and the City's Housing and Community Development Plan

#### *Types of Financing Assistance:*

Financing assistance is available for the following eight categories:

- Housing - Single family housing rehabilitation for health and safety improvements
- Housing - Investor-owned multifamily housing projects including acquisition and development of such housing
- Housing - Replacement of manufactured homes when the rehabilitation costs of health and safety issues exceed the value of the home
- Social services facilities rehabilitation and acquisition
- Child care facilities rehabilitation and expansion
- Planning
- Economic development projects
- Emergency grants

### **MISCELLANEOUS PROVISIONS**

#### *Conflict of Interest:*

As a general rule, employees of the City of Concord shall not have any private interest, direct or indirect, in any loan application. CDAC may make an exception and approve a loan, with prior written disclosure from an employee of the City who is not involved with the direct administration of the RLF program.

The program shall adhere to the City of Concord's Code of Ethics for CDBG Administration, adopted on September 12, 2005; reaffirmed and readopted by the Concord City Council on March 14, 2011.

### ***Reporting Requirements:***

City staff shall provide status reports to CDAC that include, at a minimum, account balances and loan receivable summaries.

### ***Nondiscrimination Statement:***

No applicant will be denied a RLF loan on the basis of race, color, national origin, age, disability, sex, gender identity, religion, marital status, familial or parental status, sexual orientation, or whether all or part of an individual's income is derived from any public assistance program. Furthermore, anyone who has filed a claim under the Consumer Credit Protection Act may not be denied a loan based on information pertaining to the claim.

### ***Housing and Community Development Plan:***

The RLF program is consistent with the City of Concord's Housing and Community Development Plan, which calls for the rehabilitation of substandard housing, including manufactured housing, within the City of Concord. Rehabilitation efforts are to help eliminate slums and blight and to assist low income households upgrade substandard housing units that are in violation of codes and life safety standards. The Housing and Community Development Plan specifically refers to the RLF as a means by which the City may continue its housing efforts.

The Housing and Community Development Plan also recommends continued assistance to social services agencies serving low income clients, to assist those agencies in upgrading substandard conditions, correcting life safety, building, and energy code violations, and bringing structures into compliance with accessibility requirements.

## **LOAN POLICY GUIDELINES**

Applications will be accepted from eligible applicants as long as there are loan funds available. Eligible applicants shall be owners of residential, commercial, or mixed-use real estate, as well as social services agencies, child care providers, or for-profit businesses, provided RLF funds will be used exclusively at facilities located within the City of Concord and will benefit low income individuals. Should an application be denied, there shall be a 12-month waiting period before the applicant can reapply, unless otherwise waived by CDAC.

No application fees are charged when applying for a loan or emergency grant.

### ***Credit, Tax, and Insurance Requirements:***

Applicants must possess a credit history that reflects the ability to successfully meet and a willingness to repay their financial obligations. Typically, an applicant should have no outstanding collection accounts, judgments, or past due accounts within the previous 12 months. A summary of the applicant's credit history shall be provided to CDAC during the approval process.

The City of Concord will obtain a credit report, including credit scores, from a major credit repository. Unless otherwise waived by CDAC, applicants shall have a minimum credit score of 620 to be eligible for a loan.

Applicants with a limited credit history and/or no credit score must be able to demonstrate a satisfactory repayment history through other sources if possible, such as utility and insurance payment histories.

CDAC may consider an application for a loan in which an applicant has been discharged in bankruptcy if it was at least two years prior to the date of the application and there has been a demonstrated ability to manage financial obligations and re-establish satisfactory credit standing after the bankruptcy. Additional information and documentation from the applicant may be required.

Applicants who currently participate in consumer credit counseling repayment plans may apply for a loan after successfully completing 12 months in the repayment plan. CDAC, at its discretion, may adjust this time period based on the total amount of debt and the length of the repayment plan.

An applicant who has received a notice of foreclosure or a notice of intent to foreclose will not be considered for a loan.

Unless otherwise waived by CDAC, applicants shall have a minimum of twenty percent (20%) equity in their homes, less existing liens at the time of application. Equity shall be determined by using the assessed value of the home as reported by the City of Concord Assessing Department.

Unless otherwise waived by CDAC, applicants must be current with payment of their real estate taxes for all owned property within the City of Concord in order to be eligible to participate in the RLF program.

Applicants must provide proof of property and liability insurances, with the City of Concord listed as mortgagee and loss payee on the policies for the term of the loan.

#### *Income Eligibility:*

For individual consumer applicants, low income eligibility is determined by using eligible household income by combining the income for all members of the household. Household income includes, but is not limited to the following:

- Wages, salaries, tips, commissions, including overtime, if it is likely to continue
- Self-employment income
- Interest, dividends, net rental income
- Income from estates and trusts
- Social Security disability and retirement benefits
- Pensions
- TANF and any other public assistance
- Child support and other income to minors
- Alimony and separate maintenance payments
- Veterans Administration benefits
- Unemployment benefits
- Any other income

Income will be verified using employment verification, payroll remittance forms, public assistance verification, deposit information, and the three most recent years of income tax returns.

### *Loan Underwriting:*

For loan underwriting purposes, the total monthly housing costs (principal, interest, taxes, homeowner's insurance, private mortgage insurance, and condominium or association fees) plus any outstanding monthly debt payments (with more than ten months' remaining duration) including the monthly payment for the proposed RLF loan, as well as monthly payments for alimony, child support, and separate maintenance should not exceed 45 percent of verified monthly gross income of the loan applicant(s). CDAC, at its discretion, may choose to include debts with less than ten months' remaining duration if it is believed that this debt would adversely affect the applicant's ability to repay the RLF loan.

If the debt to income ratio is greater than 45 percent, CDAC, at its discretion, may approve the loan based on the following mitigating factors:

- The applicant has demonstrated a responsible use of credit and an ability to accumulate savings
- The applicant has substantial equity in the property
- There is a strong credit history; a credit score of 700 or more

### *Interest Rates and Late Payment Fees:*

Effective November 2013, interest rates for the RLF are computed using simple daily interest.

Interest rates shall be set by CDAC with input from City staff. Factors affecting the interest rate shall include, but not be limited to, the purpose of the loan, the applicant's financial situation, level of risk, as well as the current market interest rates as published in the Wall Street Journal (i.e. WSJ Prime Rate).

A five percent (5%) late fee shall be charged on loan payments, or portions thereof, which remain unpaid ten calendar days after the payment due date, unless otherwise waived by CDAC. The applicant must request a waiver of the late fee in writing, within 30 days of the late fee being assessed.

### *Submitting the Application:*

Applications are submitted to the City of Concord, Community Development Department, 41 Green Street, Concord, NH 03301.

The following items should be included in the application package:

- Completed and signed application form
- Copies of the four most recent pay stubs for all loan applicants
- Copies of the three most recent signed income tax returns
- A written description of the proposed project
- Three written estimates of the proposed work

Additional submittal requirements for each of the six categories of loans are outlined in the *Summary* for that particular category below.



***Approval and Distribution of Funds:***

Loans are approved at the discretion of CDAC, with recommendations provided by City staff. Complete applications will be processed within 60 days of submission. Applicants shall be notified in writing of the approval/denial of their loan application within three business days of the decision by CDAC. Upon approval by CDAC, the applicant must close the loan within 90 days or the approval will become null and void. Extensions may be granted due to extenuating circumstances, at the discretion of CDAC.

***Subordination:***

RLF loans will be subordinated to existing mortgage debts on the subject property at the time of loan approval. The City may also, in its sole discretion, grant requests to subordinate the City's mortgage when 1) existing debt is refinanced or 2) additional debt is added to the property. One of the factors that the City will consider when requested to change the lien position of the City's debt is the borrower's payment history for said loan.

***Waiver of PIRP Requirements:***

The Community Development Advisory Committee shall have the ability to waive any requirement set forth herein whenever the CDAC believes that:

- Unnecessary hardship may result from strict compliance with the requirements of this program, or
- The specific circumstances associated with an applicant warrant flexibility with respect to these requirements, while simultaneously preserving the spirit and intent of the RLF program.

\*\*\*\*\*

City of Concord  
Community Development Department  
41 Green Street, 2<sup>nd</sup> Floor  
Concord, NH 03301  
603-225-8595  
[communitydevelopment@concordnh.gov](mailto:communitydevelopment@concordnh.gov)

# **LOAN PROGRAM SUMMARIES**

## **1. Housing Loan Program**

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- Single family housing rehabilitation for health and safety improvements
  - Investor-owned multifamily housing projects including acquisition and development of such housing
  - Replacement of manufactured homes when the rehabilitation costs of health and safety issues exceed the value of the home
- 

The primary objective of the Housing Loan Program is to improve the quality and quantity of housing for low income individuals and families within the City of Concord, including those units in manufactured home parks. Loans are available to qualifying property owners for improvements to housing units in which low income individuals and families reside. Property can be owner occupied, investor owned, or a combination thereof.

Multi-family building owner applicants are required to provide clear records of the building's rental history including copies of leases, rent rolls, and utility bills. The City may interview and/or survey tenants to determine their income eligibility. Loan applicants must be able to demonstrate that 51 percent (50 percent in the case of a duplex) of the units benefiting from the loan are rented to low income individuals or families. Failure to provide this documentation shall be cause for rejection of the loan application.

For multi-family properties occupied by both low income households and non-income eligible households, the property owner shall be obligated to expend the City's loan funds on only those units occupied by low income households as defined by US Department of Housing and Urban Development. In cases where improvements are to the entire building, e.g. roofing, siding, foundation, 51 percent (or 50 percent in the case of a duplex) of the occupants of the building must meet income eligibility requirements.

For residential units in a mixed use building, the use of City loan funds shall be restricted to the residential portion of the property, unless otherwise approved by CDAC. The owner must provide private financing for the prorated share of any improvements that directly or indirectly benefit the nonresidential portions of the structure.

Loans are available to assist in improving substandard housing conditions, including, but not limited to, the following:

- Correcting code violations
- Structural repairs
- Implementing life safety improvements
- Energy efficiency improvements
- Handicap accessibility improvements
- Correcting conditions that may develop into health and/or safety problems if otherwise left unattended

Proposals for the acquisition of land or buildings for the purpose of creating new units of affordable housing may be considered by CDAC, depending on the availability of funds.

The maximum loan amount for residential projects shall be equivalent to \$25,000 per dwelling unit, with a maximum cap of \$250,000 per property, unless otherwise waived by CDAC. Loan requests exceeding the \$25,000 per dwelling unit cap may be reviewed and approved by the CDAC when loans shall be used to acquire real estate for the purpose of creating new units of affordable housing, subject to available funds. Please contact the City of Concord for additional information before submitting an application.

Rents charged for those units in which loan assistance has been provided shall not exceed 80 percent of the fair market rent for the area for the entire term of the loan. Fair market rents are determined by the U.S. Department of Housing and Urban Development on an annual basis. At least 51 percent (50 percent in the case of a duplex) of the housing units must be occupied by low income tenants for the entire term of the loan. In the event that a property is not solely owner occupied and the loan is prepaid, the property owner shall be required to maintain that portion of the property not owner occupied as affordable to low income tenants for the entire length of the original loan term, notwithstanding the loan payoff. Prepayment penalties shall be calculated using the following formula:

$$1.5 \% \times \text{years remaining on loan term} \times \text{original loan amount} = \text{penalty}$$

In addition to the applicable documentation required in the *Submitting the Application* section of this document, the following information is also needed for investor-owned properties:

- Copies of leases, rent rolls, and utility bills, if applicable
- Information regarding additional funding that may be used to complete the project
- Any other documentation that may assist CDAC and/or City staff in their review of the application package

## **LOAN PROGRAM SUMMARIES**

### **2. Social Services Facilities Rehabilitation and Acquisition Loan Program**

The primary objective of Social Services Facilities Rehabilitation and Acquisition Loan Program is to provide loan assistance to nonprofit social services agencies serving low income clients, to upgrade their facilities to correct health, life safety, building, and energy code violations and to bring structures into compliance with accessibility requirements. Loans may also be available to acquire or expand facilities or purchase equipment. Funds cannot be used to provide direct services or for operating costs. Maximum loan amounts will be \$250,000, unless otherwise waived by CDAC.

The agency must be a community-based organization addressing local needs, with facilities located in the City of Concord. At least 51 percent of the clients served by the agency must have incomes that qualify as low. The social services agency must be incorporated and not-for-profit with Internal Revenue Service tax-exempt status or Section 501(c)(3) registration.

Documentation of financial need for the project, with a demonstrated commitment of its own funding resources to maintain the facility after rehabilitation, is necessary for the agency to apply for a RLF loan.

In addition to the applicable documentation required in the *Submitting the Application* section of this document, the following information is also needed:

- information regarding additional funding that may be used to complete the project
- Documentation showing the determination that at least 51 percent of the beneficiaries are low income
- Financial statements for the past three years (audited or unaudited)
- Copies of bank statements for the preceding 6 months
- Two business credit references
- Proof of IRS Section 501(c)(3) status
- Federal Form 990 for the past three years
- Any other documentation that may assist CDAC and/or City staff in their review of the application package

## **LOAN PROGRAM SUMMARIES**

### **3. Child Care Facilities Rehabilitation and Expansion Loan Program**

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The Child Care Facilities Rehabilitation and Expansion Loan Program has two main objectives: (1) provide loan assistance to child care organizations to develop new or to expand existing child care facilities to increase the supply of child care; and (2) provide loan assistance to small, unlicensed child care providers to upgrade their facility, with the requirement that the applicant will become a licensed child care provider. Maximum loan amounts will be \$250,000, unless otherwise waived by CDAC.

Financing may be used for the acquisition, demolition, site development, rehabilitation, and related architectural and engineering services, as well as the purchase of equipment for use in the child care facility. Site work such as landscaping, paving, drainage improvements, and the replacement or installation of utilities is permitted. Direct services and operating expenses are not eligible under this program.

The facility must be located in Concord and serve primarily Concord residents, as well as meet all applicable federal, state, and local laws, regulations, and child care licensing requirements.

At least 51 percent of the children served by the child care facility must come from low income households.

In addition to the applicable documentation required in the *Submitting the Application* section of this document, the following information is also needed:

- Proof of licensing through the State of New Hampshire
- A written description of the proposed project
- Information regarding additional funding that may be used to complete the project
- Documentation showing the determination that at least 51 percent of the beneficiaries are low income
- Financial statements for the three most recent years (audited or unaudited)
- Copies of bank statements for the preceding six months
- Two business credit references
- Proof of IRS Section 501(c)(3) status, if applicable
- Any other documentation that may assist CDAC and/or City staff in their review of the application package

## **LOAN PROGRAM SUMMARIES**

### **4. Planning Loan Program**

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The purpose of the Planning Loan Program is to provide loans for feasibility studies, needs assessments, or other due diligence during the predevelopment phase for housing, social services, child care, or economic development projects. Maximum loan amounts will be \$25,000, unless otherwise waived by CDAC.

Contact the City of Concord to discuss the project and the submittal requirements.

## **LOAN PROGRAM SUMMARIES**

### **5. Economic Development Loan Program**

The objectives of the Economic Development Loan Program are to assist with the retention and expansion of existing businesses or the attraction of new business ventures to the City of Concord, which will generate permanent employment opportunities, stimulate the local economy, and provide long-term benefit to low income individuals.

A minimum of 51 percent of the jobs created or retained should be filled by low income individuals. However, job creation shall not be required for loans involving renovation of real estate, including elimination of slums and blight.

When applicable, loan amounts shall be equivalent to \$25,000 per FTE job created or retained, with a maximum cap of \$250,000 per business/debtor per project, unless otherwise waived by CDAC. City RLF loans may not constitute more than 50 percent of a project's total financing, nor can the funds be used to refinance existing debt.

Eligible projects or uses of the loan funds are as follows:

- Purchase of real estate
- Renovation of real estate, including elimination of slums and blight
- Site development, including tenant fit-up
- Relocation costs incurred in construction and occupancy of the facility
- Rehabilitation of an existing building
- Machinery and equipment acquisitions
- Training for employees to fill the newly created jobs
- Loan participation with other private lenders for eligible activities

Loan commitments shall be made in writing and only after all program requirements have been met.

Applicants with an open or previous RLF loan must have successfully completed the initial project, reached its job creation commitment, and demonstrated compliance with all other terms of the RLF loan agreement in order to be eligible for additional RLF funding, unless otherwise waived by CDAC.

The terms of the loan can be flexible and appropriate to the needs of the project, as determined by CDAC. Loan terms for machinery and equipment shall correspond to the useful life of the equipment.

Effective November 2013, interest rates for the RLF are computed using simple daily interest. Recommended by City staff and approved by CDAC, interest rates for economic development loans are normally not less than five percent. CDAC may recommend an initial period of interest-only when a project involves substantial capital investments. Deferral of the principal repayment is available to assist businesses undergoing significant projects and to ease their cash flow needs at the onset of the project.

All loans must be secured by an adequate amount of assets generally calculated at liquidation value. The loans can either share a first lien position with a conventional lender or accept a subordinate position depending on the funding source and its underwriting criteria.

Applicants submitting proposals for funding must include the following:

### **Summary Page**

- a. Name of applicant, address, telephone, and email address
- b. Type of business, date of establishment, and Federal I.D. number
- c. Project cost
  - Land
  - Land improvements
  - Building
  - Machinery and equipment
  - Professional fees (lawyer, accountants, architects, etc.)
  - Other (contingency, construction interest, etc.)
  - Total
- d. Amount and source of funds (include terms and interest rates of loans)
  - Bank
  - RLF Program
  - Agency (Small Business Administration, etc.)
  - Local development corporations
  - Equity
  - Total
- e. Brief project description
- f. Available collateral other than project assets
- g. Employment, job creation and retention
  - Before project
  - After project
- h. Name, title, phone number, and email address of individual who prepared the application
- i. Name and address of registered agent (legal representative for notification purposes)
- j. Signature and title of applicant; date of application

### **Principals**

- a. Names of principals in the business and their addresses, phone numbers, email addresses, titles, social security numbers, and percent of ownership
- b. Personal resumes of all principals and/or officers outlining education and employment history, particularly as it pertains to the project

### **Project Description**

Description of what is to be purchased or built with funds borrowed

- a. Legal description of land and building, physical description with diagrams and/or blueprints, and any required rezoning or variances. Include sales agreement for land and/or building purchase, if applicable, and/or construction estimates



- b. Description of machinery to be purchased. include manufacturer's name and model number, price quotations, etc.
- c. Appraisal of existing building and used equipment to be purchased
- d. Appraisal of other assets offered as collateral

#### **Financial Plan**

- a. Audited financial statements for the most recent three years. include profit and loss statements, sources and uses of funds, and balance sheets
- b. Pro forma financial statements for three years forward
  - Profit and loss statements, cash flow statements, and balance sheets as well as monthly forecast for the first year
  - All officer compensation for applicant
  - Assumptions underlying pro forma financial statements, including the production forecast
- c. Personal financial statements for all principals with ownership equal to or greater than 15 percent
- d. Interest rates, terms, conditions, and amount of interim financing, if any

#### **Project Timetable**

- a. Timetable for completion of project

#### **Benefits to Local Area**

- a. Amount of local property tax paid by borrower prior to project and expected taxes on completion of project
- b. Prospective local suppliers and type of supplies
- c. List any additional benefits to the local area

#### **Bankruptcy/Litigation**

Details of any bankruptcy, receivership, compromises with creditors, any pending litigation, criminal charges or criminal convictions other than minor motor vehicle violations, against the applicant, company, officers, directors, or principal stockholders. If none, include a statement to that effect.

#### **Lender Commitments**

Include letters of commitment from all other participating lenders or guarantors, including banks and other institutions, local development corporations, and U. S. government agencies. Include copies of appropriate resolutions of boards or committees, certified by the custodians of these documents.

#### **Authority to do Business in New Hampshire**

Submit a Certificate of Authority to do business in New Hampshire, if applicant is an out-of-state company.

## **LOAN PROGRAM SUMMARIES**

### **6. Emergency Grant Program**

Occasionally, the RLF program has funds available to make grants for projects benefiting low income individuals and families. CDAC may, at its discretion, offer emergency grant funds in cases where there are no other viable funding sources.

In the case of an emergency situation whereby grant funds are urgently required to address an imminent threat to health or safety, the City Manager, or his designee, may award emergency grant funds up to \$5,000. City staff shall keep CDAC informed of such grants through regular reporting at CDAC meetings.

All emergency grants shall be considered loans with no monthly payments and no interest charged; the principal shall be repaid when the property is conveyed to a new owner or the applicant refinances any prior liens on the property. A mortgage lien shall be recorded on the property.

Applicants applying for an emergency grant will complete the RLF income eligibility form and loan application and submit the same documentation required under the Housing Loan Program. Contact the City of Concord for additional information.



# CITY OF CONCORD

17A

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Matthew R. Walsh, Director of Redevelopment, Downtown Services, and Special Projects

**DATE:** April 28, 2015

**SUBJECT:** Revolving Loan Fund Program Income Reuse Plan ("PIRP") Amendments

### Recommendation

- Accept this report and set the attached resolution to adopt the amended and restated Program Income Reuse Plan ("PIRP") for public hearing on June 8, 2015.

### Background

The City's Revolving Loan Fund Program ("RLF") was established in 1984 and was initially capitalized by funding from a Community Development Block Grant. Due to the use of CDBG funds, the City was obligated to establish a Program Income Reuse Plan ("PIRP"), which sets forth the City's policies and procedures that govern the Revolving Loan Fund Program. The PIRP is a "living document", which has been periodically amended since its inception.

### Discussion

The City's Revolving Loan Fund is overseen by the Community Development Advisory Council ("CDAC"). Approximately 1 year ago, CDAC, working with City Staff, began the process of reviewing and amending the PIRP. The purpose of this process was as follows:

1. Make the PIRP consistent with new lending protocols necessitated by the City's recent implementation of loan management software known as GMS.
2. Consolidate the PIRP with a separate loan policy guideline into a single, coherent document.
3. Make loan policies and procedures consistent with current industry best management practices.
4. Ensure that the PIRP is consistent with applicable Community Development Block Grant rules and regulations.

A summary of substantive changes made to the PIRP is attached to this report.

On April 22<sup>nd</sup>, CDAC reviewed and unanimously recommended that the amended and restated PIRP be presented to the City Council for a public hearing and adoption.

Finally, it is important to note the contributions of long-time CDAC member Nadine Salley to the attached revisions. Ms. Salley was appointed by CDAC to be its selected representative to collaborate with staff on the attached document. Ms. Salley is the Director of Lending at the NH Community Loan Fund. Her expertise in the field of lending is an invaluable resource for CDAC and staff alike!

## SUMMARY OF SIGNIFICANT CHANGES TO PIRP

PAGE #	NEW OR CHANGE	ITEM
Entire Doc	Change	Low and moderate income is now low income
3	New	Replacement of manufactured homes when the rehabilitation costs of health and safety issues exceed the value of the home - added
5	New	Applicants shall have a minimum of 20% equity in their homes
5	New	Applicants must be current with payment of their real estate taxes for all owned property within the City of Concord to be eligible ...
5	New	Income Eligibility Requirement – entire section is new – all household members' income is used
5	Change	Only borrower's / co-borrower's income is used on the RLF application
6	Change	Interest rates for the RLF are computed using simple daily interest – this change was effective November 2013, when we converted to the new Revolving Loan software from GMS.
6	Change	Factors affecting interest rates shall include...the purpose of the loan, the applicant's financial situation, level of risk, as well as the current market interest rates as published by the Wall Street Journal (i.e. WSJ Prime Rate). – this change reflect a simpler way to compute interest
6	Change	Reworded section on Penalties – Five percent late fee charged after 10 days – applicant must request a waiver within 30 days of the late fee being assessed
7	New	Applicants shall be notified in writing of the approval/denial of their loan application within three business days of the decision by CDAC
7	New	Subordination – entire section is new
9	Change	Housing loan caps – was \$18,000 per unit with no max – changed to \$25,000 per unit with a \$250,000 max per property
9	Change	Penalty for prepayment of loan has changed to a formula based on # of years remaining on the loan at the time of prepayment
10	New	Social Services loan – cap of \$250,000 per project
10	New	Request documentation of IRS 501(c)(3) status and Federal Form 990 for the past three years
11	New	Child Care loan – cap of \$250,000 per project
11	New	Request documentation of IRS 501(c)(3) status
12	Change	Rewrote entire Planning Loan program section
12	New	Planning loan – cap of \$25,000 per project
13 – 20	Change	Economic Development loan – rewrite of entire section
13	Change	Economic Development loan – loan amounts equivalent to \$25,000 per FTE job created with a max of \$250,000 per business/debtor per project
16	Change	Reworded Emergency Grant section

## Planning

The purpose of the planning loan program is to provide loans for feasibility studies, needs assessments, or other due diligence during the pre-development phase for housing, social services, child care, or economic development projects.

## Emergency Grants

On occasion, the RLF program has funds available to make grants for projects benefiting low income individuals and families. CDAC may, at its discretion, offer grant funds in instances where there are no other viable funding sources.

In the case of an emergency situation whereby funds are urgently required to address an imminent threat to health or safety, the City may award an emergency grant.

Program guidelines, developed by the City's Community Development Advisory Committee (CDAC) and City staff, are available to provide more detail regarding the Revolving Loan Fund Program. Loans are awarded at the discretion of CDAC, with recommendations by City staff.

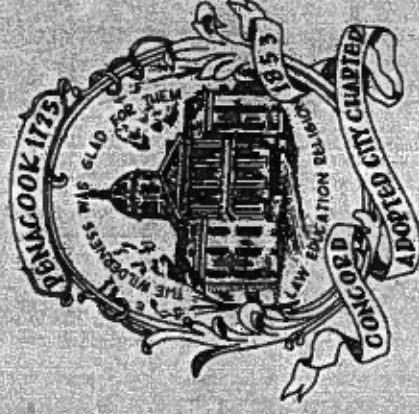
Loan applications will be accepted from eligible applicants as long as loan funds are available.

Income eligibility limits are set by the U.S. Department of Housing and Urban Development. Loan terms and interest rates are determined on a case-by-case basis.

For additional information regarding the Revolving Loan Fund program, visit the City's website at [www.concordnh.gov/Revolving Loan Fund Program](http://www.concordnh.gov/RevolvingLoanFundProgram) or contact us at:

City of Concord  
Community Development Department  
41 Green Street, Second Floor  
Concord, NH 03301  
(603) 225-8595  
[communitydevelopment@concordnh.gov](mailto:communitydevelopment@concordnh.gov)

## REVOLVING LOAN FUND PROGRAM



CITY OF CONCORD  
41 GREEN STREET  
CONCORD NH 03301  
603-225-8595  
[www.concordnh.gov](http://www.concordnh.gov)

## HOME REPAIRS

## SOCIAL SERVICES

## ECONOMIC DEVELOPMENT

The City of Concord's Revolving Loan Fund program provides loans to benefit Concord citizens of low income. Loans can be made to individual homeowners, multi-family property owners, social services agencies, child care providers, and businesses.

### Housing Rehabilitation

Eligible property may be either owner occupied or investor owned. Loans provide assistance for correcting code violations, structural repairs, life safety, energy efficiency, and ADA accessibility improvements for low income tenants.



Social services organizations, serving low income clients, may apply for a loan to correct health, life safety, building and energy code



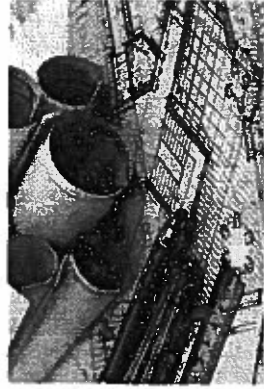
violations and to bring structures into ADA accessibility compliance. Loans may also be available to acquire or expand facilities or purchase equipment.



Child care providers may apply for a loan to develop new or expand existing child care facilities to increase the supply of child care available for low income households and/or to meet requirements to become licensed by the State of NH.

### Economic Development Programs

Economic development loans assist with the retention and expansion of existing businesses or the attraction of new business ventures to Concord, which generate permanent job opportunities, stimulate the economy, and provide long-term benefits to low income individuals. Eligible projects include the purchase and/or renovation of real estate, site development and tenant fit-up, rehabilitation of an existing building, machinery and equipment acquisitions, employee training for newly created jobs, and loan participation with other private lenders for eligible activities.



**CITY OF CONCORD**  
**REVOLVING LOAN FUND APPLICATION**  
**41 GREEN STREET, NH 03301 603-225-8595**

**LOAN:** Individual \_\_\_\_\_ Joint \_\_\_\_\_ *(If an application is for joint credit, borrower and co-borrower information must be completed)*  
Amount of Loan \$ \_\_\_\_\_ *(Attach three estimates for the work to be completed)*  
Purpose of Loan: \_\_\_\_\_

Property Address: \_\_\_\_\_

**BORROWER INFORMATION:**

Name of Borrower *(Last, First, Middle Initial)* \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Number & Ages of Dependents \_\_\_\_\_ Telephone # *(Cell/Home)* \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone # *(Work)* \_\_\_\_\_

Present Address \_\_\_\_\_

Previous Address *(If less than three years at above address)* \_\_\_\_\_

Highest Level of Education Attained: \_\_\_\_\_

**CO-BORROWER INFORMATION:**

Name of Borrower *(Last, First, Middle Initial)* \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Number & Ages of Dependents \_\_\_\_\_ Telephone # *(Cell/Home)* \_\_\_\_\_  
*(Not included by borrower)*

Email Address \_\_\_\_\_ Telephone # *(Work)* \_\_\_\_\_

Present Address \_\_\_\_\_

Previous Address *(If less than three years at above address)* \_\_\_\_\_

Highest Level of Education Attained: \_\_\_\_\_

**BORROWER EMPLOYMENT HISTORY:**

Name & Address of Employer \_\_\_\_\_

Title \_\_\_\_\_ Start Date \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Hours per Week \_\_\_\_\_

Salary \$ \_\_\_\_\_ Gross \_\_\_\_\_ Net \_\_\_\_\_

Other Income \$ \_\_\_\_\_

Source(s) of Other Income \_\_\_\_\_

*(Alimony, Child Support, or Separate Maintenance Income need not be revealed if you do not choose to have it considered.)*

*If employed for less than five years or employed by more than one employer, complete the following:*

Name & Address of Employer \_\_\_\_\_

Title \_\_\_\_\_ Start Date \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Hours per Week \_\_\_\_\_

Salary \$ \_\_\_\_\_ Gross \_\_\_\_\_ Net \_\_\_\_\_

*If additional spaces are needed, please use a separate sheet of paper.*

**CO-BORROWER EMPLOYMENT HISTORY:**

Name & Address of Employer \_\_\_\_\_

Title \_\_\_\_\_ Start Date \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Hours per Week \_\_\_\_\_

Salary \$ \_\_\_\_\_ Gross \_\_\_\_\_ Net \_\_\_\_\_

Other Income \$ \_\_\_\_\_

Source(s) of Other Income \_\_\_\_\_

*(Alimony, Child Support, or Separate Maintenance Income need not be revealed if you do not choose to have it considered.)*

*If employed for less than five years or employed by more than one employer, complete the following:*

Name & Address of Employer \_\_\_\_\_

Title \_\_\_\_\_ Start Date \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Hours per Week \_\_\_\_\_

Salary \$ \_\_\_\_\_ Gross \_\_\_\_\_ Net \_\_\_\_\_

*If additional spaces are needed, please use a separate sheet of paper.*

# **REVOLVING LOAN FUND APPLICATION**

**PAGE 2 of 3**

**BORROWER REFERENCE:**

Name & Address of Nearest Relative Not Living with You \_\_\_\_\_

Relationship \_\_\_\_\_

Telephone # \_\_\_\_\_

**CO-BORROWER REFERENCE:**

Name & Address of Nearest Relative Not Living with You \_\_\_\_\_

Relationship \_\_\_\_\_

Telephone # \_\_\_\_\_

**CREDIT OBLIGATIONS:** *List all credit obligations including mortgage, car loans, child support, alimony, credit card debt, personal loans, etc. If additional spaces are needed, please use a separate sheet of paper.*

Creditor's Name & Address	Type of Loan	Monthly Payment	Current Balance	Borrower (B) Co-Borrower (C)
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	

**PHYSICAL ASSETS:** *List all physical assets including real estate, automobiles, vehicles, etc. If additional spaces are needed, please use a separate sheet of paper. Attach copies of titles, deeds, etc.*

Describe the Asset	Location of Asset	Cash Value of Asset	Borrower (B) Co-Borrower (C)
		\$	
		\$	
		\$	

**LIQUID ASSETS:** *List all liquid assets including checking and savings accounts, stocks, bonds annuities, pensions, 401K account, etc. If additional spaces are needed, please use a separate sheet of paper. Attach statements.*

Describe the Asset	Name & Address of the Financial Institution	Cash Value of Asset	Borrower (B) Co-Borrower (C)
		\$	
		\$	
		\$	

**DECLARATIONS:** *Answer each of the questions below. If you answer "yes" to any of the questions, please use a separate sheet of paper to explain the circumstances.*

- Are there any outstanding judgments against you? Yes \_\_\_\_\_ No \_\_\_\_\_
- Have you been declared bankrupt within the past seven years? Yes \_\_\_\_\_ No \_\_\_\_\_
- Have you had property foreclosed upon or given title or deed in lieu thereof in the last seven years? Yes \_\_\_\_\_ No \_\_\_\_\_
- Have you directly or indirectly been obligated on any loan which resulted in a foreclosure, transfer of title in lieu of a foreclosure or judgment? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are you party to a lawsuit? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are you presently delinquent or in default on any federal debt, loan, mortgage, loan guarantee, or financial obligation? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are you obligated to pay alimony, child support, or separate maintenance? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are you a co-maker, co-signer, guarantor, or endorser on a note? Yes \_\_\_\_\_ No \_\_\_\_\_
- Have you completed, or are you currently enrolled, in a consumer credit counseling repayment plan? Yes \_\_\_\_\_ No \_\_\_\_\_



**REVOLVING LOAN FUND APPLICATION**

**PAGE 3 of 3**

**ACKNOWLEDGEMENT & AGREEMENT:**

I/We the undersigned specifically represent to the City of Concord and agree and acknowledge that the information provided in this application is true and correct as of the date signed. I/We agree to update this information immediately, in writing, if there are any significant changes. I/We understand that the loan requested pursuant to this application will be secured by a promissory note and mortgage deed of trust on the property for which the loan is used. I/We agree that the property will not be used for any illegal or prohibited purposes or uses. I/We certify that all statements made in this application are made for the purpose of obtaining a Revolving Loan Fund loan from the City of Concord.

I/We authorize the City of Concord to obtain credit reports in connection to this application for credit and for any update, renewal, or extension of the credit received. I/We agree that in the event that the payments on the loan become delinquent, the City of Concord may, in addition to any other rights and remedies that the City of Concord may have relating to such delinquency, report my name and account information to one or more consumer reporting agencies. If requested in writing, the City of Concord will provide you with the credit bureau(s) from which it received a credit report on you.

I/We understand that information received as part of this application process may be subject to public disclosure as part of the application review process.

Borrower's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Borrower's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMITTING THE APPLICATION PACKAGE:**

Refer to the Program Reuse Income Plan document, attached to this application,  
for any additional information that you are required to provide.

Once the application is complete and signed, return it with any  
additional information to the following address:

**City of Concord  
Community Development Department  
41 Green Street, 2<sup>nd</sup> Floor  
Concord, NH 03301**

If you have any questions regarding this application, please  
contact the City of Concord at (603) 225-8595.



**CITY OF CONCORD  
REVOLVING LOAN FUND  
INCOME ELIGIBILITY FORM**

In order to qualify to apply for a Revolving Loan Fund (RLF) loan through the City of Concord, the prospective applicant's household must meet income limits as determined by the U.S. Department of Housing and Urban Development. Income eligibility is determined by combining the income for all members of the household. For determining eligibility, household income includes, but is not limited to, the following:

- Wages, salaries, tips, commissions, including overtime, if it is likely to continue
- Self-employment income
- Interest, dividends, net rental income
- Income from estates and trusts
- Social Security disability and retirement benefits
- Pensions
- TANF and any other public assistance
- Child support and other income to minors
- Alimony
- Veterans Administration benefits
- Unemployment benefits
- All other income

Please complete for each member of the household and for each type of income received. Provide a copy of the four most recent paystubs, bank statements, or other proof of income received. *If additional spaces are needed, please use a separate sheet of paper.*

Name	Age	Relationship to Prospective Applicant	Type of Income	Monthly Income Amount

If the City of Concord determines that the income criteria have been met, you will be directed to complete a Revolving Loan Fund application, which is separate from this Income Eligibility Form.

\_\_\_\_\_  
Signature of Prospective Applicant

\_\_\_\_\_  
Date

Sign and submit the completed form and proof of income to the following address:

City of Concord  
Community Development Department  
41 Green Street, 2<sup>nd</sup> Floor  
Concord, NH 03301

If you have any questions regarding the Revolving Loan Fund, please contact the City of Concord at (603) 225-8595.

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# CITY OF CONCORD

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*In the year of our Lord two thousand fifteen*

**RESOLUTION** AUTHORIZING THE CITY MANAGER TO SUBMIT AN APPLICATION IN AN AMOUNT OF UP TO FIVE HUNDRED THOUSAND DOLLARS (\$500,000) AND TO ACCEPT AND APPROPRIATE GRANT PROCEEDS OF UP TO FIVE HUNDRED THOUSAND DOLLARS (\$500,000) IN COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS ON BEHALF OF MERRIMACK VALLEY DAY CARE SERVICES ("MVDC")

Page 1 of 2

*The City of Concord resolves as follows:*

- WHEREAS, the City of Concord is eligible to apply to the New Hampshire Community Development Finance Authority, Community Development Block Grant Program Division, for a Community Development Block Grant (CDBG); and,
- WHEREAS, the City of Concord desires to continue its Community Development efforts by performing Community Development projects, including, but not limited to, providing housing rehabilitation assistance to low and moderate income individuals or families, construction and rehabilitation assistance to the development and completion of a Public Facilities center that will provide jobs and services for low and moderate income individuals or families; and,
- WHEREAS, Community Development funds are available through the New Hampshire Community Development Finance Authority, Community Development Block Grant Program Division, to assist such projects; and,
- WHEREAS, Merrimack Valley Day Care Services is a Concord based not-for-profit organization whose mission includes providing safe and affordable day care services for low income families; and,
- WHEREAS, If awarded, Merrimack Valley Day Care Services plans to use CDBG funds to renovate their facility located at 19 North Fruit Street; and,
- WHEREAS, this appropriation is for a purpose not included in the FY2015 adopted budget, therefore, section 37 of the City Charter requires a two-third vote of the City Council;

# CITY OF CONCORD

*In the year of our Lord two thousand fifteen*

**RESOLUTION** AUTHORIZING THE CITY MANAGER TO SUBMIT AN APPLICATION IN AN AMOUNT OF UP TO FIVE HUNDRED THOUSAND DOLLARS (\$500,000) AND TO ACCEPT AND APPROPRIATE GRANT PROCEEDS OF UP TO FIVE HUNDRED THOUSAND DOLLARS (\$500,000) IN COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS ON BEHALF OF MERRIMACK VALLEY DAY CARE SERVICES ("MVDC")

Page 2 of 2

***NOW, THEREFORE, BE IT RESOLVED by the City Council of Concord that:***

1. The sum of .....\$500,000  
be and is hereby appropriated as follows:

CDBG Fund

MVDC .....\$500,000

2. Said revenue shall be available as follows:

CDBG Fund

CDBG grant

MVDC .....\$500,000

3. That the City Council approves this Community Development Block Grant application and hereby authorizes the City Manager to submit the necessary grant documents and administer the program upon approval by the NH Community Development Finance Authority, CDBG Division and authorizes the City Manager to accept and spend funds received from the CDBG grant.
4. Sums as appropriated shall be administered and expended under the direction of the City Manager.
5. This resolution shall take effect upon its passage and grant award.



# CITY OF CONCORD

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## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Matthew R. Walsh, Director of Redevelopment, Downtown Services, and Special Projects

**DATE:** April 28, 2015

**SUBJECT:** Merrimack Valley Day Care Service Community Development Block Grant Application

### Recommendation

- Accept this report;
- Set the attached resolution for public hearing on June 8, 2015 authorizing the City Manager to 1) submit an application seeking up to \$500,000 in Community Development Block Grant funds to the NH Community Development Finance Authority on behalf of Merrimack Valley Day Care Service, and 2) accept and appropriate such funds if awarded; and,
- Set the attached resolution re-adopting the City's Displacement and Relocation Policy Statement and Procedures for public hearing on June 8, 2015.

### Background

The New Hampshire Community Development Finance Authority (NHCDFA) is the state agency responsible for administering the US Department of Housing and Urban Development's (USHUD) Community Development Block Grant (CDBG) Program in New Hampshire.

Each year, the NHCDFA holds two "regular" CDBG application rounds – typically in January and July - to support housing and public facility projects that primarily benefit low income individuals and households. The maximum grant amount is \$500,000 for these "regular" grant rounds. In addition, emergency grants are available on a year-round basis, as funds allow, on a "first come - first served" basis in an amount up to \$500,000 per municipality annually. The NHCDFA also offers CDBG Feasibility / Planning Grants in an amount up to \$12,000 per municipality annually. Only "non-entitlement" municipalities and counties may apply for CDBG funds; however these political subdivisions may sub-grant CDBG funds to not-for-profit organizations.

On March 20<sup>th</sup> the City's Community Development Advisory Committee ("CDAC"), issued a request to proposals package to 28 non-profit entities based in Concord for the purpose of seeking a partner with which to pursue a viable Community Development Block Grant application for the upcoming July 2015 funding round. Proposals were received on April 10<sup>th</sup>. The City is eligible to seek up to \$500,000 in CDBG funds during the upcoming grant round, which closes on July 27, 2015.

CDBG funds are awarded on a competitive basis using a “points” system. Given recent cuts to the CDBG Program by the Federal Government, the CDBG Program has become even more competitive during the last few years.

The NH Community Development Finance Authority reports that approximately \$3 Million in funds will be available for the upcoming round.

### **Discussion**

The City’s Community Development Advisory Committee (“CDAC”) received a single response to its RFP, which was provided by Merrimack Valley Day Care Service (“MVDC”). MVDC is a not-for-profit organization that provides day care services to over 250 children at five (5) centers in central New Hampshire, four (4) of which are located in Concord. Of those families served at the Concord locations, 90% are considered low income and 70% qualify for State assistance.

MVDC is seeking CDBG funds to renovate their facility located at 19 North Fruit Street, which features a 6,500SF building set on a 0.64 acre lot. The facility has been owned and operated by MVDC since 1970. Specifically, MVDC desires to make a variety of improvements, which were identified in a needs assessment completed in 2014. That study was funded by a \$12,000 CDBG secured by the City for MVDC in 2012. Desired improvements include, but are not limited to, roof repairs, improved HVAC systems, drainage upgrades, as well as other code related improvements.

CDAC reviewed MVDC’s application on April 22<sup>nd</sup> and voted unanimously to recommend that the City Council move forward with a CDBG application on MVDC’s behalf.

In accordance with State and Federal regulations for the CDBG program, the City is required to create and periodically re-adopt two documents: a Housing and Community Development Plan, as well as a Displacement and Relocation Policy Statement and Procedures.

The Housing and Community Development Plan must be readopted every three years. The plan was last re-adopted by Resolution #8672 on June 10, 2013, and therefore no action is required for this application.

The Displacement and Relocation Plan must be readopted annually. This plan sets forth procedures the City shall adhere with in the event a CDBG funded project necessitates temporary or permanent relocation of residents or businesses.

Award decisions for the upcoming grant round will likely be announced in October.



# CITY OF CONCORD

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*In the year of our Lord two thousand fifteen*

**RESOLUTION**      **READOPTING THE CITY'S DISPLACEMENT AND RELOCATION  
POLICY STATEMENT AND PROCEDURES.**

Page 1 of 1

*The City of Concord resolves as follows:*

- WHEREAS,            the City of Concord is eligible to apply to the New Hampshire Community Development Finance Authority, Community Development Block Grant Program Division, for a Community Development Block Grant (CDBG); and,
- WHEREAS,            the City of Concord desires to continue its Community Development efforts by performing Community Development projects, including, but not limited to, providing housing rehabilitation assistance to low and moderate income individuals or families, construction and rehabilitation assistance to the development and completion of a Public Facilities center that will provide jobs and services for low and moderate income individuals or families; and,
- WHEREAS,            Community Development funds are available through the New Hampshire Community Development Finance Authority, Community Development Block Grant Program Division, to assist such projects; and,
- WHEREAS,            the adoption of a Displacement and Relocation Policy Statement and Procedures is an annual requirement for submission of Community Development Block Grant applications; and,
- WHEREAS,            the purpose of the Displacement and Relocation Policy Statement and Procedures is to establish processes that the City shall adhere with in the event a project financed with Community Development Block Grants involve the temporary or permanent relocation of residents or businesses.

***NOW, THEREFORE, BE IT RESOLVED by the City Council of Concord that:***

1.      That the City Council hereby re-adopts the City's Displacement and Relocation Policy Statement and Procedures.
2.      This resolution shall take effect upon its passage.



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**DISPLACEMENT AND RELOCATION CERTIFICATION  
CITY OF CONCORD**

**RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN**

Every effort will be made to avoid temporary or permanent displacement of an individual due to a Community Development Block Grant (CDBG) project undertaken by the City of Concord.

However, if the situation should arise, the City of Concord will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, for any household, regardless of income, which is involuntarily and permanently displaced.

If the property is acquired, but will not be used for low and moderate income housing under 104(d) of the Housing and Community Development Act of 1974, as amended, the displacement and relocation plan shall provide:

- a) Comparable replacement housing in the community within three (3) years of the commencement date of the demolition or rehabilitation;
- b) A description of the proposed activity;
- c) The general location on a map and appropriate number of dwelling units by number of bedrooms that will be demolished or converted to a use other than low and moderate income dwelling units, as a direct result of the assisted activity;
- d) A time schedule for the commencement and completion date of the demolition or conversion;
- e) The general location on a map and appropriate number of dwelling units by number of bedrooms, that will be provided as replacement dwelling units;
- f) The source of funding and a time schedule for the provisions of replacement dwelling units;
- g) The basis for concluding that each replacement dwelling unit will remain a low and moderate income dwelling unit for at least ten (10) years from the date of initial occupancy;
- h) Relocation benefits, including reimbursement for moving expenses, security deposits, credit checks, temporary housing, and other related expenses; and either
  1. Sufficient compensation to ensure that, at least for five (5) years after being relocated, any displaced low and moderate income household shall not bear a ratio of shelter costs to income that exceeds thirty (30) percent; or
  2. A lump sum payment equal to the capitalized value of the compensation available under subparagraph 1 above or a Section 8 certificate or voucher for rental assistance provided through New Hampshire Housing Finance Authority.
- i) The right to elect, as an alternative to the benefits in subparagraph 2 above, to receive benefits under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970; and
- j) The right of appeal to the director of the Community Development Finance Authority (CDFA) where a claim for assistance under subparagraph 2 above, is denied by the

grantee. The CDFA director's decision shall be final, unless a court determines the decision was arbitrary and capricious.

- k) Subparagraph a through g above shall not apply where the Housing and Urban Development (HUD) Field Office objectively finds that there is an adequate supply of decent, affordable, low and moderate income housing in the area.

#### CERTIFICATION OF COMPLIANCE

The City of Concord anticipates no displacement or relocation activities will be necessitated by this project. Should some unforeseen need arise, the City of Concord certifies that it will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and Section 104 (d) of the Housing and Community Development Act of 1974, as amended.

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

5-17

TJA



# CITY OF CONCORD

## REPORT TO MAYOR AND THE CITY COUNCIL

**DATE:** April 29, 2015  
**FROM:** Thomas J. Aspell, Jr., City Manager  
**SUBJECT:** Citizen Comments

### **Recommendation:**

Recommend City Council accept this report.

### **Background:**

Attached for your information are citizen comments received during the past month.

/ss

Attachments

## Stevens, Suzanne

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**From:** Andrus, Dan  
**Sent:** Monday, April 06, 2015 10:57 AM  
**To:** Stevens, Suzanne  
**Cc:** Toomey, Sean; Newbery, Guy  
**Subject:** Positive Citizen Comment

Good Morning, Sue:

I was pleased to begin this day and week with the attached note from Ms. Ellen Fries, Chair of the Board of Directors for the Concord Coalition to End Homelessness. Ms. Fries compliments the crew from the Broadway Station for their participation in the coalition's annual fund raising event.

The department members involved were

Lieutenant Timothy Robinson  
Firefighter Paramedic Stephen Lorenze  
Firefighter Eric Booker  
Firefighter Wes Nelson  
Firefighter Ron Palmer

Thank you for your assistance,

Dan

**From:** Ellen Fries [<mailto:infries@comcast.net>]  
**Sent:** Sunday, April 05, 2015 7:42 PM  
**To:** Andrus, Dan  
**Subject:** Fire Engine at SouperFest!

Dear Chief Andrus,

As you know, the Concord Coalition to End Homelessness hosted Community SouperFest on Saturday, March 28 at Rundlett Middle School. This was a fundraiser for the CCEH and implementation of the Plan to End Homelessness. Imagine our puzzlement when some firemen showed up - what had we done wrong? They were seeking the Boy Scouts they knew were at the school, assisting with the FunFest portion of the SouperFest. It turns out they had come to offer fire engine tours for any of the kids at FunFest!! This certainly added to the fun and made the day even more special.

I don't know which battalion it was, or who was in charge, but I would like to thank the Fire Crew that showed up. Please send them our gratitude!

Thanks.  
Sincerely,  
Ellen

Ellen H. Fries, Chair

Concord Coalition to End Homelessness  
(h) 603-228-0667 (c) 603-568-5880  
[www.concordhomeless.org](http://www.concordhomeless.org)

RECEIVED

APR -2 2015

CITY MANAGER'S OFFICE  
CONCORD, NH

-----Original Message-----

From: Beth Maltzie [mailto:[bmaltzie@gmail.com](mailto:bmaltzie@gmail.com)]

Sent: Monday, March 30, 2015 1:09 PM

To: Osgood, Bradley

Cc: Reed, Amanda

Subject: RAD Classes

Good afternoon,

I just wanted to send you a note of thanks and to urge you to continue the RAD Classes that were set up in Concord with officer Reed. My foster daughter and I attended the March classes and it is something I strongly believe in. I have had the class before and have been waiting for another class to appear since 2011.

Most kids we deal with have very low self-esteem and feel like they don't matter so why bother trying to do anything. Not only is this class beneficial for foster kids like mine in the way they handle themselves, but it has the added benefit of boosting these kids (& adults!) self-esteem tremendously.

I highly recommended this class to everyone I know & have passed it on to groups that specifically deal with teens such as our Foster/Adoptive Parent Support Group, Community Bridges, Merrimack Valley High School Guidance office, etc.

This class should always be kept going until everyone has had it! Merrimack Valley High School would be the best first candidate.

Thank you so much for keeping this program going and having two highly trained and very personable officers running it. We all truly appreciate it.

Sincerely,  
Beth Maltzie  
Foster Parent



EMERGENCY AND ASSESSMENT SERVICES

April 24, 2015

**RECEIVED**

APR 27 2015

CONCORD, NH POLICE  
DEPARTMENT

Bradley C. Osgood  
Chief of Police  
Concord Police Department  
Concord, NH 03301-4299

Dear Chief Osgood:

We wanted to take a moment to commend you and your officer's on a job well done. Last night, your officers brought a man to the Concord Hospital Emergency Department (CHED) who had been in a local hotel room with a loaded gun in his mouth. Your officers skillfully interacted with this man resulting in no one being hurt and his coming voluntarily to the CHED. Officer Moulton's communication with our staff at the CHED closed the loop and allowed us to efficiently help this gentleman on our end. Your staff's effective work and subsequent excellent communication with us suggests that your efforts around CIT training have born impressive fruit. Chief, thank you and all of your staff for all you do in our community. It is a pleasure and honor to be able to work closely with you.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Boisvert", written over a horizontal line.

Karl Boisvert, LCMHC  
Director  
Acute Care Services

A handwritten signature in black ink, appearing to read "Tom Peters", written over a horizontal line.

Tom Peters, PhD  
Assistant Director  
Acute Care Services

---

*Specializing in crisis intervention, suicide prevention, assessment and short-term treatment*

278 Pleasant Street, PO Box 2032, Concord, NH 03303  
(603) 226-0817 or (800)852-3323 FAX (603) 226-7526 TTD 226-7531

Website: [www.riverbendcmhc.org](http://www.riverbendcmhc.org)

Riverbend is an affiliate of Capital Region Health Care





Thank You

April 2, 2015

Dear Ms. Bonenfant:

My thanks to you and  
your staff for assisting me  
with my Justice of the Peace/  
votes registration issues.

If I had better manners,  
I would have (and should have)  
sent this card earlier. Please  
accept my apologies for its  
tardiness.

I truly appreciate your  
help and assistance.

Tom (the non-purged) Corcoran

Corcoran  
148 Rumford St  
Concord, NH 03301  
03 APR

Anne Huff  
135 Portsmouth Street  
Concord, NH 03301

APR 09 2015

4-2-15

Dear Mayor Bouley & Council,  
For nearly a year,  
I have been living with  
my 95-year old father to  
take care of him. Knowing  
my home would be empty,  
I asked if the Concord  
Police Department could keep  
an eye out when they were  
in the neighborhood. I was  
reassured when told this  
was a common request & they  
would be glad to do so.

My father passed away,

*You're terrific!*

and I have returned home.  
During my absence, it  
was very reassuring to  
know my home was under  
their watchful eye. One  
more City Service for which  
I am truly thankful.

Sincerely  
Anne Huff

**Results based on total surveys received for March 2015**

***City of Concord – City Clerk's Office***

***Customer Service Survey***

**I received services related to (circle all that apply):** (Total surveys completed: (14)

City Council

Elections

Vital Records

Dog Licensing

( )

( )

(11)

(2)

Voter Registration

UCC Filings

Other: General Information

( )

( )

(1) Marriage Ceremony

**Were you greeted promptly and friendly?**

(Worst)      1      2      3      4      5      6      7      (Best)  
( )      ( )      ( )      ( )      ( )      ( )      ( )      (14)

**Was your wait for service reasonable?**

(Worst)      1      2      3      4      5      6      7      (Best)  
( )      ( )      ( )      ( )      ( )      (1)      (13)

**Was the staff person knowledgeable?**

(Worst)      1      2      3      4      5      6      7      (Best)  
( )      ( )      ( )      ( )      (1)      ( )      (13)

**Was your transaction complete and accurate?**

(Worst)      1      2      3      4      5      6      7      (Best)  
( )      ( )      ( )      ( )      ( )      ( )      (14)

**Comments and suggestion**

"Very fast and helpful."

"Nothing. Great job everyone."

"Keep up the great work!"

"Keep it up."

"You are doing great!"

THANK YOU

Dixey, Kathy & staff

I wanted to take a moment to thank all of you for your understanding, support & consideration in helping me today with my property tax issue.

I can only imagine the challenges you face each day as people wrestle with tax issues. For me, you made my situation easy, understandable & pleasant.

And for that I thank you.

Sincerely,

Cheryl Coletti

CITY OF CONCORD NH  
TREASURING DEPT

APR 01 2015

RECEIVED

William Arthur



*City of Concord, New Hampshire*  
**CONCORD PUBLIC LIBRARY**  
45 GREEN STREET • 03301-4257

5-18  
17A

**TODD FABIAN**  
LIBRARY DIRECTOR  
603-225-8670

**TO:** Honorable Mayor and City Council  
**FROM:** Todd Fabian, Library Director  
**RE:** Authorization to Accept Monetary Gifts Totaling \$2,044.70 as  
Provided for Under the Preauthorization Granted by City Council  
**DATE:** April 27, 2015

**Recommendation**

It is recommended that City Council approve the acceptance and expenditure of the gifts to the Concord Public Library cited below for the purpose indicated:

<b>Donor</b>	<b>Amount</b>	<b>Purpose</b>	<b>Project Accounting</b>
Concord Public Library Patrons	\$354.65	Fees paid by patrons to replace lost and damaged library materials from 02/24/15 through 03/25/2015	GRTLstPd 2910 2013 - 2013 and beyond
Concord Public Library Book Sale	\$1,590.05	Revenue from sale of used and donated books, audio materials and videos from 02/24/15 through 03/25/15	GRTLBMat 2910 Book Sale Rev - Book Sale Revenue
Concord Gardening Club	\$100.00	To purchase books related to gardening	GRTLBMat 2910 Library Material Gifts E Library Materials
<b>TOTAL</b>	<b>\$2,044.70</b>		

**Background**

1. Funds are requested to be expended under the authority established pursuant to Resolution #8120, adopted December 10, 2007.
2. The purpose of the gifts listed above is consistent with, and presents no conflict or obstacle to, the accomplishment of City Council goals, the Code of Ordinances, or the operating functions of the Concord Public Library.
3. No City match is required.
4. Funds have been received by the City of Concord, except as noted.
5. A letter of thanks on behalf of the City Council and the citizens of the City of Concord has been sent to donors listed above.

**Discussion**

Upon the City Council's approval of this report the materials indicated above will be ordered and placed in the Library's collection.

**Cc:** City Manager  
Deputy City Manager for Finance  
Controller  
City Clerk





# CITY OF CONCORD

5-19

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## REPORT TO MAYOR AND THE CITY COUNCIL

**TO:** Honorable Mayor and Members of the City Council

**FROM:** David Gill, Parks and Recreation Director

**RE:** Authorization to accept monetary donations in the amount of \$20,817.63

**DATE:** April 21, 2015

### Recommendation

It is recommended that City Council approve the acceptance and expenditure of the gifts to the City of Concord cited below for the purpose indicated:

Donor	Amount	Purpose	G/L Account
Anonymous	\$434	July 4 Donation	GRTRECMISC 2910 July 4
Anonymous	\$400	Adopt A Grave	GRTRECMISC 2910 Rec Skate House
Anne Balch	\$100	Adopt A Grave	GRTRECMISC 2910 Adopt A Grave
Sherman Williams	\$625	New Heights Community Center	GRTRECMISC 2910 Heights
Bernard Colgan	\$100	In Memory of William Rice	GRTRECMISC 2910 Rec - Skate House
James Selway	\$250	In Memory of William Rice	GRTRECMISC 2910 Rec - Skate House
James and Donna Rice	\$500	In Memory of William Rice	GRTRECMISC 2910 Rec - Skate House
Richard Auclair	\$10	In Memory of William Rice	GRTRECMISC 2910 Rec - Skate House
Black Ice Pond Hockey Association	\$7,000	Black Ice Pond Hockey	GRTRECMISC 2910 Black Ice
Walker Lecture Fund	\$5,000	Summer Music Series	GRTRECMISC2910 Summer Music
Coke Company	\$1,500	Summer Music Series	GRTRECMISC2910 Summer Music
Edward Weir Abbott Fund of the New Hampshire Charitable Foundation	\$4,898.63	Summer Camps Scholarships for Boys	GRTRECMISC2910 Rec - Youth Scholarship

### **Background**

1. The purpose of the gifts listed above is consistent with, and presents no conflict or obstacle to, the accomplishment of City Council goals, the Code of Ordinances, or the operating functions of the Parks and Recreation Department.
2. A letter of thanks on behalf of the City Council and the citizens of the City of Concord have been sent to donors listed above.

### **Discussion**

With these donations the City of Concord Parks and Recreation Department will be able to continue offering the Adopt A Grave Program, Summer Concerts, events and numerous camp scholarships.





# CITY OF CONCORD

## REPORT TO CITY MANAGER, FINANCIAL STATEMENTS

**FROM:** Brian LeBrun – Deputy City Manager Finance  
**DATE:** April 15, 2015  
**SUBJECT:** March Fiscal Year to Date 2015 Financial Statements

The attached financial statements for the period ending March 31, 2015 represent 75% of the elapsed Fiscal Year 2015. The highlights of the City's financial status for this time period are represented by fund or groups of funds below. Comparisons are being made to the FY15 adopted budget or previous year FY14 same period results.

### General Fund

#### Revenues:

- 1) Nine months into the Fiscal Year, revenue and expense lines are on track, trends that develop will be identified as early as possible. Notable items will be listed below.
- 2) Finance
  - a. MV Registration and Title: This line is ahead of target at 80% compared to budget and ahead of FY14 by \$322,300.
  - b. Interest Cost and Penalties: This line is ahead of budget at 93% and ahead of FY14 by \$156,800.
  - c. Sale of Surplus Property: This line is 136% of budget, mainly due to strong auction sale results.
  - d. Miscellaneous: This line includes \$339,540 in net General Fund proceeds from the City's 1/28/15 Bond Sale. In total, \$20.04 million of bonds were sold in new money (\$13.16 million) and advanced refunding (\$6.88 million).
- 3) Police
  - a. Special Police Duty Services: This line is short of budget at 69% and behind FY14 by \$93,400.
- 4) Fire
  - a. Advanced Life Support Intercept: This line is ahead of budget at 86% and ahead of FY14 by \$176,200.
- 5) Community Development

- a. Building, Electrical, Mechanical and Plumbing Permits: These lines combined are short of projection at 61% and short of FY14 by \$159,800.

6) Parks & Recreation

- a. Miscellaneous Services: This line is short of budget at 69% and ahead of FY14 by \$8,800.
- b. Building Lease, Rental Use: This line is on target at 72% of budget and ahead of FY14 by \$9,100.

**Expenses:**

- 1) Most expense items are on track with budget. It is important to recognize when reading these financial statements that FY15 has 52 pay periods. March represents 38 of 52 payrolls elapsed or 73%. This is the ratio that is important to use to compare wage lines to budget. Other notable items are listed below.
- 2) General Liability, Property, Auto, & Workers' Comp Insurances – please note that general liability, property, auto and workers' comp insurances have been charged for the full year in July.
- 3) Assessing
  - a. Prof & Tech Serv: Including encumbrances, this line is overspent by \$59,600 due to the large number of abatements and tax/assessing cases pending, and the need to hire third party appraisal services.
- 4) Finance
  - a. Interest on Bonds and Notes (includes Bond Costs) – This line is overspent at 107% or \$89,300. YTD expenses include \$339,540 in interest and costs related to the City's 1/28/15 Bond Sale, which has a revenue offset of the same amount in the Miscellaneous Revenue line
- 5) Police
  - a. Compensation: All compensation items combined are 76% spent year to date, mainly due to several retirements, accrued leave and severance payments, several employees on temporary alternate duty for a portion of the fiscal year and extremely tight budgeting for FY15.
  - b. Fringe Benefits: All fringe benefit items combined are on target with budget at 73%.
- 6) General Services
  - a. Department as a whole: Overall, the General services department is ahead of budgeted expenses at 81% year-to-date.
  - b. Snow and Ice Control cost center: The snow and ice control budget is 127% spent as of March 31. Two of the largest individual items in this budget, Overtime \$151,500 overspent at 186% (plus associated benefit costs) and, Other Supplies and Equipment \$175,500 overspent (including encumbrances) at 134% through March 31. Fortunately treatable events in April have been limited to one. Additionally, the City has realized significant challenges in receiving road salt deliveries this season from the contracted vendor and have had to rely on an alternate vendor at a higher price. Management presented a resolution to the City Council to transfer \$100,000 from contingency and

\$236,000 as a supplemental resolution from the General Fund's Unassigned Fund Balance to help support the City's winter maintenance needs. A public hearing and vote are expected to take place at the May City Council meeting.

**Major Enterprise and Special Revenue Funds:**

**Engineering Inspections Fund**

No significant issues to discuss at this time.

**Parking Fund**

Property tax payments are overspent by \$23,000 mainly due to tax refunds to leaseholders for prior year payments made in error.

**Airport Fund**

The City and Concord Aviation Services have verbally agreed to a new ten year lease and Airport Manager contracts. The new contracts are under review. While the projected loss in the Airport for FY15 was \$56,700, it is now anticipated that the airport fund will lose approximately \$97,000 for Fiscal Year 2015.

**Golf Course Fund**

Nine months into the fiscal year revenues are down compared to Fiscal Year 2014 by \$12,500. This is mainly due to Season Passes up \$4,000, Cart Rentals are up \$4,800, Driving Range is up \$4,400, League and Tournament Fees up \$16,100. Pro Shop sales and rentals are flat. Conversely, Camps are down \$6,600, Daily Fees down \$17,600 and Concession Income is down \$13,200. Expenses are up \$27,700 compared to Fiscal Year 2014. The main drivers for the increase are: Transfers to Capital Projects \$20,000, Prof & Tech services up \$6,400, League and Tournament Expenses up \$15,400, and Miscellaneous Expense up \$8,300. Overall, the Golf Fund is \$40,200 behind compared to the same time period for Fiscal Year 2014.

Note 1: In order to make it as seamless as possible for groups holding golf tournaments at Beaver Meadow, all tournament revenue including food and greens fees are recorded as League & Tournament Fees revenue and food expenses are shown as an expense under League & Tournament Expenses.

Note 2: January also recognized a change in the concession management at Beaver Meadow from the 1896 Bar and Grill to the new 19<sup>th</sup> Hole at Beaver Meadow and the Misc. Expense line of the financial statements includes the purchase of the bar and bar stools in the banquet room.

**Arena Fund**

No significant issues to discuss at this time.

**Solid Waste Fund**

No significant issues to discuss at this time.

**Water Fund**

The Water Fund recognized a \$37,800 Gain on the City's 1/28/15 Bond Sale..

**Sewer Fund**

The Water Fund recognized a \$34,186 Gain on the City's 1/28/15 Bond Sale..

All departments do a great job of monitoring their individual divisions and departments. These statements, which as provided in this format on a monthly basis, will help articulate how the City is doing overall as the fiscal year progresses. Please give me a call if there are any questions or if you simply want to discuss the statements in general.

## General Fund Budget by Account Class Report

Through 03/31/15  
Prior Fiscal Year Activity Included  
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>Fund 11 - Gen Fund</b>									
<b>REVENUE</b>									
Property Taxes	34,747,965.00	(3,823.00)	34,744,142.00	43,295.47	.00	34,812,401.10	(68,259.10)	100	32,446,823.20
Other Taxes	746,148.00	(1.00)	746,147.00	3,478.92	.00	648,944.61	97,202.39	87	673,780.74
Intergovernmental	3,788,367.00	3,824.00	3,792,191.00	23,334.24	.00	3,339,872.26	452,318.74	88	3,196,912.06
Rents and Leases	272,190.00	.00	272,190.00	13,542.75	.00	225,137.29	47,052.71	83	231,663.84
Fines and Penalties	612,500.00	.00	612,500.00	81,505.88	.00	547,860.08	64,639.92	89	392,441.38
Licenses and Permits	1,027,769.00	.00	1,027,769.00	85,804.61	.00	619,944.23	407,824.77	60	808,976.51
Investment Income	24,400.00	.00	24,400.00	5,695.79	.00	32,005.68	(7,605.68)	131	20,222.54
Donations	6,500.00	.00	6,500.00	.00	.00	546.06	5,953.94	8	236.08
Transfer In	2,592,580.00	45,000.00	2,637,580.00	155,836.25	.00	1,998,671.25	638,908.75	76	2,064,302.50
Capital Contributions	.00	.00	.00	.00	.00	.00	.00	+++	.00
Use of Fund Balance/Retained Earnings	.00	817,015.00	817,015.00	.00	.00	.00	817,015.00	0	.00
Motor Vehicle Registrations	5,600,000.00	.00	5,600,000.00	511,327.00	.00	4,470,500.60	1,129,499.40	80	4,148,228.72
Department Service Charges	3,080,180.00	2,000.00	3,082,180.00	282,184.43	.00	2,418,558.69	663,621.31	78	2,326,491.50
Retiree Health Reimbursement	1,484,360.00	.00	1,484,360.00	119,909.98	.00	1,094,726.09	389,633.91	74	1,116,912.99
Other Revenue	1,022,060.00	45,855.54	1,067,915.54	5,921.88	.00	1,327,405.53	(259,489.99)	124	1,196,681.14
<b>REVENUE TOTALS</b>	<b>\$55,005,019.00</b>	<b>\$909,870.54</b>	<b>\$55,914,889.54</b>	<b>\$1,331,837.20</b>	<b>\$0.00</b>	<b>\$51,536,573.47</b>	<b>\$4,378,316.07</b>	<b>92%</b>	<b>\$48,623,673.20</b>
<b>EXPENSE</b>									
Compensation	25,411,984.00	.00	25,411,984.00	1,894,149.08	.00	18,594,315.52	6,817,668.48	73	17,941,237.89
Fringe Benefits	15,351,290.00	.00	15,351,290.00	1,167,222.32	.00	11,469,036.64	3,882,253.36	77	11,277,750.41
Outside Services	2,249,948.00	41,729.00	2,291,677.00	219,930.05	.00	1,646,003.89	645,673.11	79	1,506,837.87
Supplies	2,506,665.00	2,000.00	2,508,665.00	316,857.17	.00	2,024,240.08	484,424.92	88	1,883,181.38
Utilities	1,341,761.00	.00	1,341,761.00	176,463.18	.00	947,673.21	394,087.79	71	824,028.68
Insurance	491,600.00	.00	491,600.00	(2,605.89)	.00	478,098.54	13,501.46	97	450,576.71
Capital Outlay	50,400.00	27,000.00	77,400.00	.00	115.85	34,572.64	42,827.36	45	100,069.33
Debt Service	5,432,273.00	.00	5,432,273.00	383,272.46	.00	4,865,722.45	566,550.55	90	4,876,109.06
Miscellaneous	1,059,630.00	50,000.00	1,109,630.00	22,274.42	.02	740,764.15	368,865.85	67	696,924.88
Allocated Costs	(737,230.00)	.00	(737,230.00)	(63,376.67)	.00	(548,821.53)	(188,408.47)	74	(506,082.06)
Transfer Out	1,846,698.00	789,141.54	2,635,839.54	86,053.33	.00	2,413,954.08	221,885.46	92	2,208,024.06
<b>EXPENSE TOTALS</b>	<b>\$55,005,019.00</b>	<b>\$909,870.54</b>	<b>\$55,914,889.54</b>	<b>\$4,200,239.45</b>	<b>\$667,914.83</b>	<b>\$42,665,526.18</b>	<b>\$12,581,448.53</b>	<b>77%</b>	<b>\$41,258,658.21</b>
<b>Fund 11 - Gen Fund Totals</b>									
<b>REVENUE TOTALS</b>	<b>55,005,019.00</b>	<b>909,870.54</b>	<b>55,914,889.54</b>	<b>1,331,837.20</b>	<b>.00</b>	<b>51,536,573.47</b>	<b>4,378,316.07</b>	<b>92</b>	<b>48,623,673.20</b>
<b>EXPENSE TOTALS</b>	<b>55,005,019.00</b>	<b>909,870.54</b>	<b>55,914,889.54</b>	<b>4,200,239.45</b>	<b>667,914.83</b>	<b>42,665,526.18</b>	<b>12,581,448.53</b>	<b>77</b>	<b>41,258,658.21</b>
<b>Fund 11 - Gen Fund Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$2,868,402.25)</b>	<b>(\$667,914.83)</b>	<b>\$8,871,047.29</b>	<b>(\$8,203,132.46)</b>		<b>\$7,365,014.99</b>
<b>Grand Totals</b>									
<b>REVENUE TOTALS</b>	<b>55,005,019.00</b>	<b>909,870.54</b>	<b>55,914,889.54</b>	<b>1,331,837.20</b>	<b>.00</b>	<b>51,536,573.47</b>	<b>4,378,316.07</b>	<b>92</b>	<b>48,623,673.20</b>
<b>EXPENSE TOTALS</b>	<b>55,005,019.00</b>	<b>909,870.54</b>	<b>55,914,889.54</b>	<b>4,200,239.45</b>	<b>667,914.83</b>	<b>42,665,526.18</b>	<b>12,581,448.53</b>	<b>77</b>	<b>41,258,658.21</b>
<b>Grand Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$2,868,402.25)</b>	<b>(\$667,914.83)</b>	<b>\$8,871,047.29</b>	<b>(\$8,203,132.46)</b>		<b>\$7,365,014.99</b>

# General Fund Budget by Account Class Report

Through 03/31/15

Prior Fiscal Year Activity Included

Summary Listing

# Engineering Inspections Fund Budget by Account Class Report

Through 03/31/15  
Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>Fund 2100 - Engineering Inspections Fund</b>									
<b>REVENUE</b>									
Licenses and Permits	60,000.00	.00	60,000.00	9,750.80	.00	86,037.40	(26,037.40)	143	48,055.00
Investment Income	400.00	.00	400.00	61.82	.00	314.29	85.71	79	270.62
Department Service Charges	160,000.00	.00	160,000.00	7,087.50	.00	97,455.30	62,544.70	61	64,396.79
Other Revenue	120.00	.00	120.00	.00	.00	354.96	(234.96)	296	60.80
<b>REVENUE TOTALS</b>	<b>\$220,520.00</b>	<b>\$0.00</b>	<b>\$220,520.00</b>	<b>\$16,900.12</b>	<b>\$0.00</b>	<b>\$184,161.95</b>	<b>\$36,358.05</b>	<b>84%</b>	<b>\$112,783.21</b>
<b>EXPENSE</b>									
Compensation	154,210.00	.00	154,210.00	8,598.36	.00	111,170.50	43,039.50	72	104,593.24
Fringe Benefits	80,092.00	.00	80,092.00	6,036.51	.00	65,233.74	14,858.26	81	56,992.22
Outside Services	4,740.00	.00	4,740.00	245.22	.00	3,645.93	1,094.07	77	3,979.20
Supplies	5,460.00	.00	5,460.00	272.37	.00	3,628.06	1,831.94	66	3,360.07
Insurance	1,130.00	.00	1,130.00	.00	.00	1,130.00	.00	100	.00
Capital Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfer Out	400.00	.00	400.00	33.33	.00	299.97	100.03	75	299.97
<b>EXPENSE TOTALS</b>	<b>\$246,032.00</b>	<b>\$0.00</b>	<b>\$246,032.00</b>	<b>\$15,185.79</b>	<b>\$0.00</b>	<b>\$185,108.20</b>	<b>\$60,923.80</b>	<b>75%</b>	<b>\$169,224.70</b>
<b>Fund 2100 - Engineering Inspections Fund Totals</b>									
<b>REVENUE TOTALS</b>	<b>220,520.00</b>	<b>.00</b>	<b>220,520.00</b>	<b>16,900.12</b>	<b>.00</b>	<b>184,161.95</b>	<b>36,358.05</b>	<b>84</b>	<b>112,783.21</b>
<b>EXPENSE TOTALS</b>	<b>246,032.00</b>	<b>.00</b>	<b>246,032.00</b>	<b>15,185.79</b>	<b>.00</b>	<b>185,108.20</b>	<b>60,923.80</b>	<b>75</b>	<b>169,224.70</b>
<b>Fund 2100 - Engineering Inspections Fund Totals</b>	<b>(\$25,512.00)</b>	<b>\$0.00</b>	<b>(\$25,512.00)</b>	<b>\$1,714.33</b>	<b>\$0.00</b>	<b>(\$946.25)</b>	<b>(\$24,565.75)</b>		<b>(\$56,441.49)</b>
<b>Grand Totals</b>									
<b>REVENUE TOTALS</b>	<b>220,520.00</b>	<b>.00</b>	<b>220,520.00</b>	<b>16,900.12</b>	<b>.00</b>	<b>184,161.95</b>	<b>36,358.05</b>	<b>84</b>	<b>112,783.21</b>
<b>EXPENSE TOTALS</b>	<b>246,032.00</b>	<b>.00</b>	<b>246,032.00</b>	<b>15,185.79</b>	<b>.00</b>	<b>185,108.20</b>	<b>60,923.80</b>	<b>75</b>	<b>169,224.70</b>
<b>Grand Totals</b>	<b>(\$25,512.00)</b>	<b>\$0.00</b>	<b>(\$25,512.00)</b>	<b>\$1,714.33</b>	<b>\$0.00</b>	<b>(\$946.25)</b>	<b>(\$24,565.75)</b>		<b>(\$56,441.49)</b>

# Parking Fund Budget by Account Class Report

Through 03/31/15  
Prior Fiscal Year Activity Included  
Summary Listing

Account Classification	Fund	2200 - Parking Fund	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>REVENUE</b>											
Rentals and Leases			522,686.00	.00	522,686.00	139,440.50	.00	509,394.44	13,291.56	97	552,842.32
Fines and Penalties			.00	.00	.00	.00	.00	.00	.00	+++	.00
Investment Income			250.00	.00	250.00	10.19	.00	181.39	68.61	73	56.42
Transfer In			402,744.00	.00	402,744.00	22,500.00	.00	335,244.00	67,500.00	83	302,994.03
Capital Contributions			10,500.00	.00	10,500.00	10,500.00	.00	10,500.00	.00	100	10,500.00
Parking Metered Spaces			724,750.00	.00	724,750.00	74,879.11	.00	613,702.46	111,047.54	85	608,624.10
Parking Penalties			330,000.00	.00	330,000.00	30,961.25	.00	257,704.79	72,295.21	78	250,329.77
Other Revenue			500.00	.00	500.00	(86.98)	.00	1,238.64	(738.64)	248	25,326.46
<b>REVENUE TOTALS</b>			<b>\$1,991,430.00</b>	<b>\$0.00</b>	<b>\$1,991,430.00</b>	<b>\$278,204.07</b>	<b>\$0.00</b>	<b>\$1,727,965.72</b>	<b>\$263,464.28</b>	<b>87%</b>	<b>\$1,750,673.10</b>
<b>EXPENSE</b>											
Compensation			383,024.00	.00	383,024.00	27,495.83	.00	267,814.21	115,209.79	70	268,744.84
Fringe Benefits			204,047.00	.00	204,047.00	13,947.04	.00	132,634.73	71,412.27	65	132,739.88
Outside Services			224,625.00	.00	224,625.00	21,976.70	.00	147,889.98	32,252.07	86	149,638.42
Supplies			43,990.00	.00	43,990.00	4,287.82	.00	31,104.06	659.64	99	29,453.86
Utilities			58,401.00	.00	58,401.00	5,652.84	.00	39,247.72	19,153.28	67	32,146.63
Insurance			21,710.00	.00	21,710.00	.00	.00	21,600.00	110.00	99	21,370.00
Capital Outlay			.00	.00	.00	.00	.00	.00	.00	+++	1,599.70
Debt Service			876,149.00	.00	876,149.00	88,400.00	.00	876,146.41	2.59	100	888,490.93
Miscellaneous			79,772.00	.00	79,772.00	9,276.97	.00	102,781.71	(23,009.71)	129	39,084.11
Allocated Costs			9,480.00	.00	9,480.00	790.00	.00	7,110.00	2,370.00	75	4,297.50
Transfer Out			167,850.00	.00	167,850.00	19,652.50	.00	143,812.50	24,037.50	86	143,812.50
(Gain) Loss on F/A Disposals			.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>EXPENSE TOTALS</b>			<b>\$2,069,048.00</b>	<b>\$0.00</b>	<b>\$2,069,048.00</b>	<b>\$191,479.70</b>	<b>\$56,709.25</b>	<b>\$1,770,141.32</b>	<b>\$242,197.43</b>	<b>88%</b>	<b>\$1,711,378.37</b>
<b>Fund 2200 - Parking Fund Totals</b>											
<b>REVENUE TOTALS</b>			<b>1,991,430.00</b>	<b>.00</b>	<b>1,991,430.00</b>	<b>278,204.07</b>	<b>.00</b>	<b>1,727,965.72</b>	<b>263,464.28</b>	<b>87</b>	<b>1,750,673.10</b>
<b>EXPENSE TOTALS</b>			<b>2,069,048.00</b>	<b>.00</b>	<b>2,069,048.00</b>	<b>191,479.70</b>	<b>56,709.25</b>	<b>1,770,141.32</b>	<b>242,197.43</b>	<b>88</b>	<b>1,711,378.37</b>
<b>Fund 2200 - Parking Fund Totals</b>			<b>(\$77,618.00)</b>	<b>\$0.00</b>	<b>(\$77,618.00)</b>	<b>\$86,724.37</b>	<b>(\$56,709.25)</b>	<b>(\$42,175.60)</b>	<b>\$21,266.85</b>		<b>\$39,294.73</b>
<b>Grand Totals</b>											
<b>REVENUE TOTALS</b>			<b>1,991,430.00</b>	<b>.00</b>	<b>1,991,430.00</b>	<b>278,204.07</b>	<b>.00</b>	<b>1,727,965.72</b>	<b>263,464.28</b>	<b>87</b>	<b>1,750,673.10</b>
<b>EXPENSE TOTALS</b>			<b>2,069,048.00</b>	<b>.00</b>	<b>2,069,048.00</b>	<b>191,479.70</b>	<b>56,709.25</b>	<b>1,770,141.32</b>	<b>242,197.43</b>	<b>88</b>	<b>1,711,378.37</b>
<b>Grand Totals</b>			<b>(\$77,618.00)</b>	<b>\$0.00</b>	<b>(\$77,618.00)</b>	<b>\$86,724.37</b>	<b>(\$56,709.25)</b>	<b>(\$42,175.60)</b>	<b>\$21,266.85</b>		<b>\$39,294.73</b>



# Airport Fund Budget by Account Class Report

Through 03/31/15  
Prior Fiscal Year Activity Included  
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>Fund 2300 - Airport Fund</b>									
<b>REVENUE</b>									
Intergovernmental	2,100.00	.00	2,100.00	.00	.00	.00	2,100.00	0	.00
Rents and Leases	366,050.00	.00	366,050.00	6,829.34	.00	256,182.86	109,867.14	70	279,795.22
Investment Income	600.00	.00	600.00	127.67	.00	658.66	(58.66)	110	462.18
Transfer In	.00	.00	.00	.00	.00	.00	.00	+++	.00
Use of Fund Balance/Retained Earnings	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department Service Charges	10,500.00	.00	10,500.00	2,331.23	.00	14,586.64	(4,086.64)	139	7,469.07
Other Revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>REVENUE TOTALS</b>	<b>\$379,250.00</b>	<b>\$0.00</b>	<b>\$379,250.00</b>	<b>\$9,288.24</b>	<b>\$0.00</b>	<b>\$271,428.16</b>	<b>\$107,821.84</b>	<b>72%</b>	<b>\$287,726.47</b>
<b>EXPENSE</b>									
Compensation	74,526.00	.00	74,526.00	7,079.33	.00	69,620.69	4,905.31	93	67,122.63
Fringe Benefits	31,482.00	.00	31,482.00	2,771.06	.00	25,945.46	5,536.54	82	24,567.81
Outside Services	88,776.00	.00	88,776.00	5,367.34	6,130.00	59,378.29	23,267.71	74	64,327.96
Supplies	45,445.00	.00	45,445.00	1,905.46	4.88	31,881.00	13,559.12	70	25,272.50
Utilities	25,329.00	.00	25,329.00	4,106.51	.00	16,464.24	8,864.76	65	14,179.72
Insurance	7,460.00	.00	7,460.00	.00	.00	5,330.00	2,130.00	71	5,140.00
Debt Service	12,830.00	.00	12,830.00	5,200.00	.00	13,393.03	(563.03)	104	10,257.72
Miscellaneous	39,879.00	.00	39,879.00	.00	.00	19,939.60	19,939.40	50	30,381.01
Allocated Costs	7,449.00	.00	7,449.00	620.75	.00	5,586.75	1,862.25	75	4,140.00
Transfer Out	102,733.00	.00	102,733.00	2,696.67	.00	94,643.03	8,089.97	92	73,476.03
<b>EXPENSE TOTALS</b>	<b>\$435,909.00</b>	<b>\$0.00</b>	<b>\$435,909.00</b>	<b>\$29,747.12</b>	<b>\$6,134.88</b>	<b>\$342,182.09</b>	<b>\$87,592.03</b>	<b>80%</b>	<b>\$318,865.38</b>
<b>Fund 2300 - Airport Fund Totals</b>									
<b>REVENUE TOTALS</b>	<b>379,250.00</b>	<b>.00</b>	<b>379,250.00</b>	<b>9,288.24</b>	<b>.00</b>	<b>271,428.16</b>	<b>107,821.84</b>	<b>72</b>	<b>287,726.47</b>
<b>EXPENSE TOTALS</b>	<b>435,909.00</b>	<b>.00</b>	<b>435,909.00</b>	<b>29,747.12</b>	<b>6,134.88</b>	<b>342,182.09</b>	<b>87,592.03</b>	<b>80</b>	<b>318,865.38</b>
<b>Fund 2300 - Airport Fund Totals</b>	<b>(\$56,659.00)</b>	<b>\$0.00</b>	<b>(\$56,659.00)</b>	<b>(\$20,458.88)</b>	<b>(\$6,134.88)</b>	<b>(\$70,753.93)</b>	<b>\$20,229.81</b>		<b>(\$31,136.91)</b>
<b>Grand Totals</b>									
<b>REVENUE TOTALS</b>	<b>379,250.00</b>	<b>.00</b>	<b>379,250.00</b>	<b>9,288.24</b>	<b>.00</b>	<b>271,428.16</b>	<b>107,821.84</b>	<b>72</b>	<b>287,726.47</b>
<b>EXPENSE TOTALS</b>	<b>435,909.00</b>	<b>.00</b>	<b>435,909.00</b>	<b>29,747.12</b>	<b>6,134.88</b>	<b>342,182.09</b>	<b>87,592.03</b>	<b>80</b>	<b>318,865.38</b>
<b>Grand Totals</b>	<b>(\$56,659.00)</b>	<b>\$0.00</b>	<b>(\$56,659.00)</b>	<b>(\$20,458.88)</b>	<b>(\$6,134.88)</b>	<b>(\$70,753.93)</b>	<b>\$20,229.81</b>		<b>(\$31,136.91)</b>

# CD Conservation Fund Budget by Account Class Report

Through 03/31/15

Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/	Prior Year YTD
<b>Fund 2400 - CD Con Prop Mgmt Fund</b>									
<b>REVENUE</b>									
Rents and Leases	64,510.00	.00	64,510.00	.00	.00	41,941.55	22,568.45	65	37,212.25
Transfer In	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0	.00
Use of Fund Balance/Retained Earnings	54,550.00	.00	54,550.00	.00	.00	.00	54,550.00	0	.00
Other Revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>REVENUE TOTALS</b>	<b>\$128,060.00</b>	<b>\$0.00</b>	<b>\$128,060.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$41,941.55</b>	<b>\$86,118.45</b>	<b>33%</b>	<b>\$37,212.25</b>
<b>EXPENSE</b>									
Compensation	3,268.00	.00	3,268.00	.00	.00	422.98	2,845.02	13	2,797.50
Fringe Benefits	383.00	.00	383.00	.00	.00	324.79	58.21	85	243.77
Outside Services	37,859.00	.00	37,859.00	.00	6,240.15	4,395.42	27,223.43	28	6,872.99
Supplies	32,000.00	.00	32,000.00	1,280.00	1,280.00	5,120.00	25,600.00	20	.00
Debt Service	.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfer Out	54,550.00	.00	54,550.00	3,963.33	.00	42,659.97	11,890.03	78	17,475.03
<b>EXPENSE TOTALS</b>	<b>\$128,060.00</b>	<b>\$0.00</b>	<b>\$128,060.00</b>	<b>\$5,243.33</b>	<b>\$7,520.15</b>	<b>\$52,923.16</b>	<b>\$67,616.69</b>	<b>47%</b>	<b>\$27,389.29</b>
<b>Fund 2400 - CD Con Prop Mgmt Fund Totals</b>									
<b>REVENUE TOTALS</b>	<b>128,060.00</b>	<b>.00</b>	<b>128,060.00</b>	<b>.00</b>	<b>.00</b>	<b>41,941.55</b>	<b>86,118.45</b>	<b>33</b>	<b>37,212.25</b>
<b>EXPENSE TOTALS</b>	<b>128,060.00</b>	<b>.00</b>	<b>128,060.00</b>	<b>5,243.33</b>	<b>7,520.15</b>	<b>52,923.16</b>	<b>67,616.69</b>	<b>47</b>	<b>27,389.29</b>
<b>Fund 2400 - CD Con Prop Mgmt Fund Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$5,243.33)</b>	<b>(\$7,520.15)</b>	<b>(\$10,981.61)</b>	<b>\$18,501.76</b>		<b>\$9,822.96</b>
<b>Grand Totals</b>									
<b>REVENUE TOTALS</b>	<b>128,060.00</b>	<b>.00</b>	<b>128,060.00</b>	<b>.00</b>	<b>.00</b>	<b>41,941.55</b>	<b>86,118.45</b>	<b>33</b>	<b>37,212.25</b>
<b>EXPENSE TOTALS</b>	<b>128,060.00</b>	<b>.00</b>	<b>128,060.00</b>	<b>5,243.33</b>	<b>7,520.15</b>	<b>52,923.16</b>	<b>67,616.69</b>	<b>47</b>	<b>27,389.29</b>
<b>Grand Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$5,243.33)</b>	<b>(\$7,520.15)</b>	<b>(\$10,981.61)</b>	<b>\$18,501.76</b>		<b>\$9,822.96</b>

# Housing Revolving Loan Fund Budget by Account Class Report

Through 03/31/15

Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/	Prior Year YTD
<b>Fund 2701 - Housing Revolving Loan Fund Cons-2008</b>									
<b>REVENUE</b>									
Investment Income	.00	.00	.00	177.78	.00	849.04	(849.04)	+++	392.67
Department Service Charges	.00	.00	.00	9,170.92	.00	254,766.59	(254,766.59)	+++	102,496.86
Other Revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>REVENUE TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,348.70</b>	<b>\$0.00</b>	<b>\$255,615.63</b>	<b>(\$255,615.63)</b>	<b>+++</b>	<b>\$102,889.53</b>
<b>EXPENSE</b>									
Compensation	.00	.00	.00	.00	.00	.00	.00	+++	.00
Fringe Benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
Outside Services	5,650.00	.00	5,650.00	425.96	157.87	949.42	4,542.71	20	764.00
Supplies	200.00	.00	200.00	.00	55.86	96.44	47.70	76	91.10
Insurance	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous	.00	651,438.57	651,438.57	.00	.00	18,000.00	633,438.57	3	34,238.67
<b>EXPENSE TOTALS</b>	<b>\$5,850.00</b>	<b>\$651,438.57</b>	<b>\$657,288.57</b>	<b>\$425.96</b>	<b>\$213.73</b>	<b>\$19,045.86</b>	<b>\$638,028.98</b>	<b>3%</b>	<b>\$35,093.77</b>
<b>Fund 2701 - Housing Revolving Loan Fund Cons-2008 Totals</b>									
<b>REVENUE TOTALS</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>9,348.70</b>	<b>.00</b>	<b>255,615.63</b>	<b>(255,615.63)</b>	<b>+++</b>	<b>102,889.53</b>
<b>EXPENSE TOTALS</b>	<b>5,850.00</b>	<b>651,438.57</b>	<b>657,288.57</b>	<b>425.96</b>	<b>213.73</b>	<b>19,045.86</b>	<b>638,028.98</b>	<b>3</b>	<b>35,093.77</b>
<b>Fund 2701 - Housing Revolving Loan Fund Cons-2008 Totals</b>	<b>(\$5,850.00)</b>	<b>(\$651,438.57)</b>	<b>(\$657,288.57)</b>	<b>\$8,922.74</b>	<b>(\$213.73)</b>	<b>\$236,569.77</b>	<b>(\$893,644.61)</b>		<b>\$67,795.76</b>
<b>Grand Totals</b>									
<b>REVENUE TOTALS</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>9,348.70</b>	<b>.00</b>	<b>255,615.63</b>	<b>(255,615.63)</b>	<b>+++</b>	<b>102,889.53</b>
<b>EXPENSE TOTALS</b>	<b>5,850.00</b>	<b>651,438.57</b>	<b>657,288.57</b>	<b>425.96</b>	<b>213.73</b>	<b>19,045.86</b>	<b>638,028.98</b>	<b>3</b>	<b>35,093.77</b>
<b>Grand Totals</b>	<b>(\$5,850.00)</b>	<b>(\$651,438.57)</b>	<b>(\$657,288.57)</b>	<b>\$8,922.74</b>	<b>(\$213.73)</b>	<b>\$236,569.77</b>	<b>(\$893,644.61)</b>		<b>\$67,795.76</b>

# NEOCTIF District Fund Budget by Account Class Report

Through 03/31/15

Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD	Transactions	YTD Budget - YTD	% used/	Prior Year YTD
<b>Fund 4100 - NEOCTIF District Fund</b>										
<b>REVENUE</b>										
Property Taxes	635,000.00	.00	635,000.00	.00	.00	.00	646,415.91	(11,415.91)	102	622,727.20
Investment Income	600.00	.00	600.00	185.10	.00	.00	837.46	(237.46)	140	565.33
Use of Fund Balance/Retained Earnings	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other Revenue	.00	.00	.00	.00	.00	.00	.00	.00	+++	79,031.15
<b>REVENUE TOTALS</b>	<b>\$635,600.00</b>	<b>\$0.00</b>	<b>\$635,600.00</b>	<b>\$185.10</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$647,253.37</b>	<b>(\$11,653.37)</b>	<b>102%</b>	<b>\$702,323.68</b>
<b>EXPENSE</b>										
Outside Services	14,400.00	.00	14,400.00	.00	.00	.00	.00	14,400.00	0	.00
Debt Service	359,570.00	.00	359,570.00	186,300.00	.00	.00	355,922.50	3,647.50	99	368,847.50
Miscellaneous	.00	.00	.00	.00	.00	.00	.00	.00	+++	15,935.88
Transfer Out	132,140.00	.00	132,140.00	11,011.67	.00	.00	99,105.03	33,034.97	75	94,387.50
<b>EXPENSE TOTALS</b>	<b>\$506,110.00</b>	<b>\$0.00</b>	<b>\$506,110.00</b>	<b>\$197,311.67</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$455,027.53</b>	<b>\$51,082.47</b>	<b>90%</b>	<b>\$479,170.88</b>
<b>Fund 4100 - NEOCTIF District Fund Totals</b>										
<b>REVENUE TOTALS</b>	<b>635,600.00</b>	<b>.00</b>	<b>635,600.00</b>	<b>185.10</b>	<b>.00</b>	<b>.00</b>	<b>647,253.37</b>	<b>(11,653.37)</b>	<b>102</b>	<b>702,323.68</b>
<b>EXPENSE TOTALS</b>	<b>506,110.00</b>	<b>.00</b>	<b>506,110.00</b>	<b>197,311.67</b>	<b>.00</b>	<b>.00</b>	<b>455,027.53</b>	<b>51,082.47</b>	<b>90</b>	<b>479,170.88</b>
<b>Fund 4100 - NEOCTIF District Fund Totals</b>	<b>\$129,490.00</b>	<b>\$0.00</b>	<b>\$129,490.00</b>	<b>(\$197,126.57)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$192,225.84</b>	<b>(\$62,735.84)</b>		<b>\$223,152.80</b>
<b>Grand Totals</b>										
<b>REVENUE TOTALS</b>	<b>635,600.00</b>	<b>.00</b>	<b>635,600.00</b>	<b>185.10</b>	<b>.00</b>	<b>.00</b>	<b>647,253.37</b>	<b>(11,653.37)</b>	<b>102</b>	<b>702,323.68</b>
<b>EXPENSE TOTALS</b>	<b>506,110.00</b>	<b>.00</b>	<b>506,110.00</b>	<b>197,311.67</b>	<b>.00</b>	<b>.00</b>	<b>455,027.53</b>	<b>51,082.47</b>	<b>90</b>	<b>479,170.88</b>
<b>Grand Totals</b>	<b>\$129,490.00</b>	<b>\$0.00</b>	<b>\$129,490.00</b>	<b>(\$197,126.57)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$192,225.84</b>	<b>(\$62,735.84)</b>		<b>\$223,152.80</b>

# Sears Block TIF Fund Budget by Account Class Report

Through 03/31/15

Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% used/	Prior Year YTD
<b>Fund 4200 - Sears Block TIF District Fund</b>									
<b>REVENUE</b>									
Property Taxes	641,860.00	.00	641,860.00	.00	.00	822,959.43	(181,099.43)	128	567,608.41
Investment Income	180.00	.00	180.00	100.59	.00	455.91	(275.91)	253	190.20
Use of Fund Balance/Retained Earnings	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other Revenue	.00	.00	.00	1,061.64	.00	3,609.58	(3,609.58)	+++	.00
<b>REVENUE TOTALS</b>	<b>\$642,040.00</b>	<b>\$0.00</b>	<b>\$642,040.00</b>	<b>\$1,162.23</b>	<b>\$0.00</b>	<b>\$827,024.92</b>	<b>(\$184,984.92)</b>	<b>129%</b>	<b>\$567,798.61</b>
<b>EXPENSE</b>									
Outside Services	8,925.00	.00	8,925.00	.00	9,800.00	.00	(875.00)	110	.00
Debt Service	239,160.00	.00	239,160.00	.00	.00	246,316.10	(7,156.10)	103	241,683.98
Miscellaneous	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
Transfer Out	552,780.00	.00	552,780.00	46,065.00	.00	414,585.00	138,195.00	75	385,822.53
<b>EXPENSE TOTALS</b>	<b>\$830,865.00</b>	<b>\$0.00</b>	<b>\$830,865.00</b>	<b>\$46,065.00</b>	<b>\$9,800.00</b>	<b>\$660,901.10</b>	<b>\$160,163.90</b>	<b>81%</b>	<b>\$627,506.51</b>
<b>Fund 4200 - Sears Block TIF District Fund Totals</b>									
<b>REVENUE TOTALS</b>	<b>642,040.00</b>	<b>.00</b>	<b>642,040.00</b>	<b>1,162.23</b>	<b>.00</b>	<b>827,024.92</b>	<b>(184,984.92)</b>	<b>129</b>	<b>567,798.61</b>
<b>EXPENSE TOTALS</b>	<b>830,865.00</b>	<b>.00</b>	<b>830,865.00</b>	<b>46,065.00</b>	<b>9,800.00</b>	<b>660,901.10</b>	<b>160,163.90</b>	<b>81</b>	<b>627,506.51</b>
<b>Fund 4200 - Sears Block TIF District Fund Totals</b>	<b>(\$188,825.00)</b>	<b>\$0.00</b>	<b>(\$188,825.00)</b>	<b>(\$44,902.77)</b>	<b>(\$9,800.00)</b>	<b>\$166,123.82</b>	<b>(\$345,148.82)</b>		<b>(\$59,707.90)</b>
<b>Grand Totals</b>									
<b>REVENUE TOTALS</b>	<b>642,040.00</b>	<b>.00</b>	<b>642,040.00</b>	<b>1,162.23</b>	<b>.00</b>	<b>827,024.92</b>	<b>(184,984.92)</b>	<b>129</b>	<b>567,798.61</b>
<b>EXPENSE TOTALS</b>	<b>830,865.00</b>	<b>.00</b>	<b>830,865.00</b>	<b>46,065.00</b>	<b>9,800.00</b>	<b>660,901.10</b>	<b>160,163.90</b>	<b>81</b>	<b>627,506.51</b>
<b>Grand Totals</b>	<b>(\$188,825.00)</b>	<b>\$0.00</b>	<b>(\$188,825.00)</b>	<b>(\$44,902.77)</b>	<b>(\$9,800.00)</b>	<b>\$166,123.82</b>	<b>(\$345,148.82)</b>		<b>(\$59,707.90)</b>

# Penacook Village TIF Fund Budget by Account Class Report

Through 03/31/15

Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>Fund 4300 - Penacook Village TIF</b>									
<b>REVENUE</b>									
Property Taxes	52,070.00	.00	52,070.00	.00	.00	56,352.12	(4,282.12)	108	51,045.74
Investment Income	50.00	.00	50.00	15.38	.00	74.36	(24.36)	149	44.46
Transfer In	.00	.00	.00	.00	.00	.00	.00	+++	.00
Use of Fund Balance/Retained Earnings	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other Revenue	.00	.00	.00	.00	.00	.00	.00	+++	825.00
<b>REVENUE TOTALS</b>	<b>\$52,120.00</b>	<b>\$0.00</b>	<b>\$52,120.00</b>	<b>\$15.38</b>	<b>\$0.00</b>	<b>\$56,426.48</b>	<b>(\$4,306.48)</b>	<b>108%</b>	<b>\$51,915.20</b>
<b>EXPENSE</b>									
Compensation	.00	.00	.00	.00	.00	.00	.00	+++	.00
Fringe Benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
Outside Services	5,250.00	.00	5,250.00	.00	.00	.00	5,250.00	0	.00
Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
Insurance	.00	.00	.00	.00	.00	.00	.00	+++	.00
Capital Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
Debt Service	20,970.00	.00	20,970.00	.00	.00	20,971.00	(1.00)	100	21,271.00
Transfer Out	1,240.00	.00	1,240.00	103.33	.00	929.97	310.03	75	884.97
<b>EXPENSE TOTALS</b>	<b>\$27,460.00</b>	<b>\$0.00</b>	<b>\$27,460.00</b>	<b>\$103.33</b>	<b>\$0.00</b>	<b>\$21,900.97</b>	<b>\$5,559.03</b>	<b>80%</b>	<b>\$22,155.97</b>
<b>Fund 4300 - Penacook Village TIF Totals</b>									
<b>REVENUE TOTALS</b>	<b>52,120.00</b>	<b>.00</b>	<b>52,120.00</b>	<b>15.38</b>	<b>.00</b>	<b>56,426.48</b>	<b>(4,306.48)</b>	<b>108</b>	<b>51,915.20</b>
<b>EXPENSE TOTALS</b>	<b>27,460.00</b>	<b>.00</b>	<b>27,460.00</b>	<b>103.33</b>	<b>.00</b>	<b>21,900.97</b>	<b>5,559.03</b>	<b>80</b>	<b>22,155.97</b>
<b>Fund 4300 - Penacook Village TIF Totals</b>	<b>\$24,660.00</b>	<b>\$0.00</b>	<b>\$24,660.00</b>	<b>(\$87.95)</b>	<b>\$0.00</b>	<b>\$34,525.51</b>	<b>(\$9,865.51)</b>		<b>\$29,759.23</b>
<b>Grand Totals</b>									
<b>REVENUE TOTALS</b>	<b>52,120.00</b>	<b>.00</b>	<b>52,120.00</b>	<b>15.38</b>	<b>.00</b>	<b>56,426.48</b>	<b>(4,306.48)</b>	<b>108</b>	<b>51,915.20</b>
<b>EXPENSE TOTALS</b>	<b>27,460.00</b>	<b>.00</b>	<b>27,460.00</b>	<b>103.33</b>	<b>.00</b>	<b>21,900.97</b>	<b>5,559.03</b>	<b>80</b>	<b>22,155.97</b>
<b>Grand Totals</b>	<b>\$24,660.00</b>	<b>\$0.00</b>	<b>\$24,660.00</b>	<b>(\$87.95)</b>	<b>\$0.00</b>	<b>\$34,525.51</b>	<b>(\$9,865.51)</b>		<b>\$29,759.23</b>

# Golf Course Fund Budget by Account Class Report

Through 03/31/15  
Prior Fiscal Year Activity Included  
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>Fund 7300 - Golf Course Fund</b>									
<b>REVENUE</b>									
Rents and Leases	.00	.00	.00	.00	.00	.00	.00	+++	.00
Investment Income	280.00	.00	280.00	.00	.00	18.85	261.15	7	34.26
Transfer In	26,480.00	.00	26,480.00	2,206.67	.00	19,860.03	6,619.97	75	21,825.00
Department Service Charges	80,550.00	.00	80,550.00	4,059.00	.00	26,113.08	54,436.92	32	45,956.20
Golf Permit and Fees	581,845.00	.00	581,845.00	39,646.97	.00	264,502.22	317,342.78	45	278,080.08
Golf Sales	276,800.00	.00	276,800.00	355.03	.00	194,934.08	81,865.92	70	169,566.75
Other Revenue	.00	.00	.00	156.25	.00	240.45	(240.45)	+++	2,669.01
<b>REVENUE TOTALS</b>	<b>\$965,955.00</b>	<b>\$0.00</b>	<b>\$965,955.00</b>	<b>\$46,423.92</b>	<b>\$0.00</b>	<b>\$505,668.71</b>	<b>\$460,286.29</b>	<b>52%</b>	<b>\$518,131.30</b>
<b>EXPENSE</b>									
Compensation	355,601.00	.00	355,601.00	11,371.86	.00	236,178.94	119,422.06	66	245,440.57
Fringe Benefits	107,322.00	.00	107,322.00	4,592.69	.00	60,499.83	46,822.17	56	62,096.37
Outside Services	89,630.00	.00	89,630.00	2,562.34	6,769.75	80,326.58	2,533.67	97	73,753.81
Supplies	210,420.00	.00	210,420.00	1,120.08	7,853.40	140,331.57	62,235.03	70	128,512.86
Utilities	41,430.00	.00	41,430.00	3,016.85	.00	26,740.23	14,689.77	65	23,681.32
Insurance	3,120.00	.00	3,120.00	.00	.00	3,120.00	.00	100	3,940.00
Debt Service	46,600.00	.00	46,600.00	.00	.00	46,200.57	399.43	99	56,554.33
Miscellaneous	.00	.00	.00	.00	.00	11,671.00	(11,671.00)	+++	3,383.03
Allocated Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfer Out	97,950.00	.00	97,950.00	6,245.83	.00	79,212.47	18,737.53	81	59,212.47
(Gain) Loss on Refunding	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>EXPENSE TOTALS</b>	<b>\$952,073.00</b>	<b>\$0.00</b>	<b>\$952,073.00</b>	<b>\$28,909.65</b>	<b>\$14,623.15</b>	<b>\$684,281.19</b>	<b>\$253,168.66</b>	<b>73%</b>	<b>\$656,574.76</b>
<b>Fund 7300 - Golf Course Fund Totals</b>									
<b>REVENUE TOTALS</b>	<b>965,955.00</b>	<b>.00</b>	<b>965,955.00</b>	<b>46,423.92</b>	<b>.00</b>	<b>505,668.71</b>	<b>460,286.29</b>	<b>52</b>	<b>518,131.30</b>
<b>EXPENSE TOTALS</b>	<b>952,073.00</b>	<b>.00</b>	<b>952,073.00</b>	<b>28,909.65</b>	<b>14,623.15</b>	<b>684,281.19</b>	<b>253,168.66</b>	<b>73</b>	<b>656,574.76</b>
<b>Fund 7300 - Golf Course Fund Totals</b>	<b>\$13,882.00</b>	<b>\$0.00</b>	<b>\$13,882.00</b>	<b>\$17,514.27</b>	<b>(\$14,623.15)</b>	<b>(\$178,612.48)</b>	<b>\$207,117.63</b>		<b>(\$138,443.46)</b>
<b>Grand Totals</b>									
<b>REVENUE TOTALS</b>	<b>965,955.00</b>	<b>.00</b>	<b>965,955.00</b>	<b>46,423.92</b>	<b>.00</b>	<b>505,668.71</b>	<b>460,286.29</b>	<b>52</b>	<b>518,131.30</b>
<b>EXPENSE TOTALS</b>	<b>952,073.00</b>	<b>.00</b>	<b>952,073.00</b>	<b>28,909.65</b>	<b>14,623.15</b>	<b>684,281.19</b>	<b>253,168.66</b>	<b>73</b>	<b>656,574.76</b>
<b>Grand Totals</b>	<b>\$13,882.00</b>	<b>\$0.00</b>	<b>\$13,882.00</b>	<b>\$17,514.27</b>	<b>(\$14,623.15)</b>	<b>(\$178,612.48)</b>	<b>\$207,117.63</b>		<b>(\$138,443.46)</b>

## Arena Fund Budget by Account Class Report

Through 03/31/15  
Prior Fiscal Year Activity Included  
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>Fund 7400 - Arena Fund</b>									
<b>REVENUE</b>									
Intergovernmental	.00	.00	.00	.00	.00	.00	.00	+++	.00
Rents and Leases	508,209.00	.00	508,209.00	64,851.65	.00	429,612.52	78,596.48	85	488,443.44
Investment Income	490.00	.00	490.00	58.21	.00	265.93	224.07	54	135.12
Transfer In	16,030.00	.00	16,030.00	1,335.83	.00	12,022.47	4,007.53	75	12,532.50
Capital Contributions	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department Service Charges	50,000.00	.00	50,000.00	7,135.75	.00	38,082.75	11,917.25	76	38,372.05
Other Revenue	25,250.00	.00	25,250.00	30,684.24	.00	34,896.15	(9,646.15)	138	30,415.63
<b>REVENUE TOTALS</b>	<b>\$599,979.00</b>	<b>\$0.00</b>	<b>\$599,979.00</b>	<b>\$104,065.68</b>	<b>\$0.00</b>	<b>\$514,879.82</b>	<b>\$85,099.18</b>	<b>86%</b>	<b>\$569,898.74</b>
<b>EXPENSE</b>									
Compensation	194,726.00	.00	194,726.00	17,972.76	.00	126,430.37	68,295.63	65	146,472.07
Fringe Benefits	73,474.00	.00	73,474.00	6,002.49	.00	45,576.27	27,897.73	62	55,543.56
Outside Services	29,485.00	.00	29,485.00	2,353.01	5,373.95	19,798.70	4,312.35	85	16,852.79
Supplies	42,172.00	.00	42,172.00	3,382.79	3,929.36	26,433.00	11,809.64	72	30,688.86
Utilities	91,490.00	.00	91,490.00	19,300.65	.00	74,578.91	16,911.09	82	66,405.27
Insurance	7,240.00	.00	7,240.00	.00	.00	7,037.00	203.00	97	7,373.00
Capital Outlay	.00	.00	.00	.00	.00	.00	.00	+++	693.17
Debt Service	94,340.00	.00	94,340.00	15,600.00	.00	87,904.67	6,435.33	93	94,010.35
Allocated Costs	16,259.00	.00	16,259.00	1,354.92	.00	12,194.28	4,064.72	75	9,652.50
Transfer Out	88,444.00	.00	88,444.00	3,953.67	.00	76,583.03	11,860.97	87	131,569.97
(Gain) Loss on Refunding	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>EXPENSE TOTALS</b>	<b>\$637,630.00</b>	<b>\$0.00</b>	<b>\$637,630.00</b>	<b>\$69,920.29</b>	<b>\$9,303.31</b>	<b>\$476,536.23</b>	<b>\$151,790.46</b>	<b>76%</b>	<b>\$559,261.54</b>
<b>Fund 7400 - Arena Fund Totals</b>									
<b>REVENUE TOTALS</b>	<b>599,979.00</b>	<b>.00</b>	<b>599,979.00</b>	<b>104,065.68</b>	<b>.00</b>	<b>514,879.82</b>	<b>85,099.18</b>	<b>86</b>	<b>569,898.74</b>
<b>EXPENSE TOTALS</b>	<b>637,630.00</b>	<b>.00</b>	<b>637,630.00</b>	<b>69,920.29</b>	<b>9,303.31</b>	<b>476,536.23</b>	<b>151,790.46</b>	<b>76</b>	<b>559,261.54</b>
<b>Fund 7400 - Arena Fund Totals</b>	<b>(\$37,651.00)</b>	<b>\$0.00</b>	<b>(\$37,651.00)</b>	<b>\$34,145.39</b>	<b>(\$9,303.31)</b>	<b>\$38,343.59</b>	<b>(\$66,691.28)</b>		<b>\$10,637.20</b>
<b>Grand Totals</b>									
<b>REVENUE TOTALS</b>	<b>599,979.00</b>	<b>.00</b>	<b>599,979.00</b>	<b>104,065.68</b>	<b>.00</b>	<b>514,879.82</b>	<b>85,099.18</b>	<b>86</b>	<b>569,898.74</b>
<b>EXPENSE TOTALS</b>	<b>637,630.00</b>	<b>.00</b>	<b>637,630.00</b>	<b>69,920.29</b>	<b>9,303.31</b>	<b>476,536.23</b>	<b>151,790.46</b>	<b>76</b>	<b>559,261.54</b>
<b>Grand Totals</b>	<b>(\$37,651.00)</b>	<b>\$0.00</b>	<b>(\$37,651.00)</b>	<b>\$34,145.39</b>	<b>(\$9,303.31)</b>	<b>\$38,343.59</b>	<b>(\$66,691.28)</b>		<b>\$10,637.20</b>



# Solid Waste Fund Budget by Account Class

## Report

Through 03/31/15  
Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% used/	Prior Year YTD
<b>Fund 7700 - Solid Waste Fund</b>									
<b>REVENUE</b>									
Intergovernmental Licenses and Permits	52,020.00	.00	52,020.00	4,334.40	.00	46,707.60	5,312.40	90	35,439.95
Transfer In	700.00	.00	700.00	.00	.00	900.00	(200.00)	129	700.00
Department Service Charges	1,003,395.00	.00	1,003,395.00	82,510.83	.00	754,819.94	248,575.06	75	928,147.53
SW Commercial Sales	100,910.00	.00	100,910.00	9,199.50	.00	77,530.60	23,379.40	77	76,213.50
SW Residential Sales	1,523,552.00	.00	1,523,552.00	83,245.12	.00	926,484.89	597,067.11	61	1,000,265.22
Other Revenue	1,265,620.00	.00	1,265,620.00	66,699.90	.00	894,715.54	380,904.46	70	839,032.10
	1,800.00	.00	1,800.00	381.78	.00	3,253.05	(1,453.05)	181	874.64
<b>REVENUE TOTALS</b>	<b>\$3,947,997.00</b>	<b>\$0.00</b>	<b>\$3,947,997.00</b>	<b>\$246,371.53</b>	<b>\$0.00</b>	<b>\$2,694,411.62</b>	<b>\$1,253,585.38</b>	<b>68%</b>	<b>\$2,880,672.94</b>
<b>EXPENSE</b>									
Compensation	188,214.00	.00	188,214.00	8,350.95	.00	185,168.00	3,046.00	98	135,540.05
Fringe Benefits	97,594.00	.00	97,594.00	6,691.15	.00	83,455.31	14,138.69	86	58,467.73
Outside Services	3,724,210.00	.00	3,724,210.00	229,903.50	1,257,139.41	2,245,761.49	221,309.10	94	2,441,179.65
Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
Utilities	8,739.00	.00	8,739.00	844.90	.00	6,474.37	2,264.63	74	5,186.39
Insurance	140.00	.00	140.00	.00	.00	140.00	.00	100	140.00
Capital Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
Debt Service	30,460.00	.00	30,460.00	.00	.00	30,462.00	(2.00)	100	41,700.63
Allocated Costs	3,600.00	.00	3,600.00	300.00	.00	2,700.00	900.00	75	2,700.00
Transfer Out	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>EXPENSE TOTALS</b>	<b>\$4,052,957.00</b>	<b>\$0.00</b>	<b>\$4,052,957.00</b>	<b>\$246,090.50</b>	<b>\$1,257,139.41</b>	<b>\$2,554,161.17</b>	<b>\$241,656.42</b>	<b>94%</b>	<b>\$2,684,914.45</b>
<b>Fund 7700 - Solid Waste Fund Totals</b>									
<b>REVENUE TOTALS</b>	<b>3,947,997.00</b>	<b>.00</b>	<b>3,947,997.00</b>	<b>246,371.53</b>	<b>.00</b>	<b>2,694,411.62</b>	<b>1,253,585.38</b>	<b>68</b>	<b>2,880,672.94</b>
<b>EXPENSE TOTALS</b>	<b>4,052,957.00</b>	<b>.00</b>	<b>4,052,957.00</b>	<b>246,090.50</b>	<b>1,257,139.41</b>	<b>2,554,161.17</b>	<b>241,656.42</b>	<b>94</b>	<b>2,684,914.45</b>
<b>Fund 7700 - Solid Waste Fund Totals</b>	<b>(\$104,960.00)</b>	<b>\$0.00</b>	<b>(\$104,960.00)</b>	<b>\$281.03</b>	<b>(\$1,257,139.41)</b>	<b>\$140,250.45</b>	<b>\$1,011,928.96</b>		<b>\$195,758.49</b>
<b>Grand Totals</b>									
<b>REVENUE TOTALS</b>	<b>3,947,997.00</b>	<b>.00</b>	<b>3,947,997.00</b>	<b>246,371.53</b>	<b>.00</b>	<b>2,694,411.62</b>	<b>1,253,585.38</b>	<b>68</b>	<b>2,880,672.94</b>
<b>EXPENSE TOTALS</b>	<b>4,052,957.00</b>	<b>.00</b>	<b>4,052,957.00</b>	<b>246,090.50</b>	<b>1,257,139.41</b>	<b>2,554,161.17</b>	<b>241,656.42</b>	<b>94</b>	<b>2,684,914.45</b>
<b>Grand Totals</b>	<b>(\$104,960.00)</b>	<b>\$0.00</b>	<b>(\$104,960.00)</b>	<b>\$281.03</b>	<b>(\$1,257,139.41)</b>	<b>\$140,250.45</b>	<b>\$1,011,928.96</b>		<b>\$195,758.49</b>

# Water Fund Budget by Account Class Report

Through 03/31/15  
Prior Fiscal Year Activity Included  
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>Fund 7800 - Water Fund</b>									
<b>REVENUE</b>									
Intergovernmental	.00	.00	.00	.00	.00	.00	.00	+++	.00
Fines and Penalties	25,000.00	.00	25,000.00	3,742.83	.00	21,192.71	3,807.29	85	21,334.54
Investment Income	5,500.00	.00	5,500.00	985.82	.00	4,552.58	947.42	83	3,780.69
Capital Contributions	20,000.00	.00	20,000.00	3,747.00	.00	15,564.19	4,435.81	78	21,511.00
Use of Fund Balance/Retained Earnings	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department Service Charges	202,500.00	.00	202,500.00	17,159.56	.00	162,840.35	39,659.65	80	150,082.06
Water Sales	5,261,160.00	.00	5,261,160.00	393,687.75	.00	4,116,662.91	1,144,497.09	78	3,962,444.82
Retiree Health Reimbursement	47,435.00	.00	47,435.00	3,080.00	.00	28,899.06	18,535.94	61	34,472.44
Other Revenue	300.00	.00	300.00	1,632.43	.00	3,930.30	(3,630.30)	1310	6,859.62
<b>REVENUE TOTALS</b>	<b>\$5,561,895.00</b>	<b>\$0.00</b>	<b>\$5,561,895.00</b>	<b>\$424,035.39</b>	<b>\$0.00</b>	<b>\$4,353,642.10</b>	<b>\$1,208,252.90</b>	<b>78%</b>	<b>\$4,200,485.17</b>
<b>EXPENSE</b>									
Compensation	1,140,099.00	.00	1,140,099.00	87,597.14	.00	790,791.25	349,307.75	69	826,569.25
Fringe Benefits	657,816.00	.00	657,816.00	51,637.20	16,233.82	478,715.10	162,867.08	75	479,447.01
Outside Services	146,179.00	.00	146,179.00	6,705.36	21,763.99	105,112.95	19,302.06	87	73,355.97
Supplies	418,856.00	.00	418,856.00	35,064.85	92,540.34	253,600.29	72,715.37	83	294,275.06
Utilities	253,713.00	.00	253,713.00	19,550.76	.00	131,559.37	122,153.63	52	134,187.41
Insurance	38,020.00	.00	38,020.00	.00	.00	38,080.00	(60.00)	100	38,290.00
Capital Outlay	111,000.00	.00	111,000.00	.00	25,831.93	52,233.42	32,934.65	70	23,069.53
Debt Service	1,883,870.00	.00	1,883,870.00	103,083.32	.00	1,803,615.00	80,255.00	96	2,196,156.16
Miscellaneous	29,080.00	.00	29,080.00	2,301.00	.00	15,548.00	13,532.00	53	17,848.50
Allocated Costs	350,067.00	.00	350,067.00	29,170.59	.00	262,535.31	87,531.69	75	247,732.53
Transfer Out	832,370.00	.00	832,370.00	37,914.17	.00	698,627.53	133,742.47	84	590,282.53
(Gain) Loss on Refunding	.00	.00	.00	.00	.00	(37,800.00)	37,800.00	+++	.00
<b>EXPENSE TOTALS</b>	<b>\$5,861,070.00</b>	<b>\$0.00</b>	<b>\$5,861,070.00</b>	<b>\$373,024.39</b>	<b>\$156,370.08</b>	<b>\$4,592,618.22</b>	<b>\$1,112,081.70</b>	<b>81%</b>	<b>\$4,921,213.95</b>
<b>Fund 7800 - Water Fund Totals</b>									
<b>REVENUE TOTALS</b>	<b>5,561,895.00</b>	<b>.00</b>	<b>5,561,895.00</b>	<b>424,035.39</b>	<b>.00</b>	<b>4,353,642.10</b>	<b>1,208,252.90</b>	<b>78</b>	<b>4,200,485.17</b>
<b>EXPENSE TOTALS</b>	<b>5,861,070.00</b>	<b>.00</b>	<b>5,861,070.00</b>	<b>373,024.39</b>	<b>156,370.08</b>	<b>4,592,618.22</b>	<b>1,112,081.70</b>	<b>81</b>	<b>4,921,213.95</b>
<b>Fund 7800 - Water Fund Totals</b>	<b>(\$299,175.00)</b>	<b>\$0.00</b>	<b>(\$299,175.00)</b>	<b>\$51,011.00</b>	<b>(\$156,370.08)</b>	<b>(\$238,976.12)</b>	<b>\$96,171.20</b>		<b>(\$720,728.78)</b>
<b>Grand Totals</b>									
<b>REVENUE TOTALS</b>	<b>5,561,895.00</b>	<b>.00</b>	<b>5,561,895.00</b>	<b>424,035.39</b>	<b>.00</b>	<b>4,353,642.10</b>	<b>1,208,252.90</b>	<b>78</b>	<b>4,200,485.17</b>
<b>EXPENSE TOTALS</b>	<b>5,861,070.00</b>	<b>.00</b>	<b>5,861,070.00</b>	<b>373,024.39</b>	<b>156,370.08</b>	<b>4,592,618.22</b>	<b>1,112,081.70</b>	<b>81</b>	<b>4,921,213.95</b>
<b>Grand Totals</b>	<b>(\$299,175.00)</b>	<b>\$0.00</b>	<b>(\$299,175.00)</b>	<b>\$51,011.00</b>	<b>(\$156,370.08)</b>	<b>(\$238,976.12)</b>	<b>\$96,171.20</b>		<b>(\$720,728.78)</b>

# Wastewater Fund Budget by Account Class

## Report

Through 03/31/15

Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD	Transactions	Budget - YTD	% used/	Prior Year YTD
Fund 7900 - WW Fd										
<b>REVENUE</b>										
Intergovernmental	241,278.00	.00	241,278.00	.00	.00	.00	174,924.00	66,354.00	72	22,133.24
Fines and Penalties	28,000.00	.00	28,000.00	4,448.13	.00	.00	24,228.55	3,771.45	87	25,040.89
Licenses and Permits	1,100.00	.00	1,100.00	320.00	.00	.00	1,925.00	(825.00)	175	740.00
Investment Income	5,000.00	.00	5,000.00	970.11	.00	.00	4,022.93	977.07	80	2,689.95
Transfer In	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
Capital Contributions	40,000.00	.00	40,000.00	855.00	.00	.00	20,441.92	19,558.08	51	28,852.84
Use of Fund Balance/Retained Earnings	.00	17,015.00	17,015.00	.00	.00	.00	.00	17,015.00	0	.00
Department Service Charges	22,100.00	.00	22,100.00	3,080.28	.00	.00	17,274.96	4,825.04	78	53,121.25
Wastewater Sales	6,844,600.00	.00	6,844,600.00	486,326.97	.00	.00	5,242,293.03	1,602,306.97	77	5,218,955.95
Retiree Health Reimbursement	47,435.00	.00	47,435.00	3,080.00	.00	.00	28,899.06	18,535.94	61	34,472.44
Other Revenue	200.00	.00	200.00	(140.47)	.00	.00	5,995.78	(5,795.78)	2998	40,013.17
<b>REVENUE TOTALS</b>	<b>\$7,229,713.00</b>	<b>\$17,015.00</b>	<b>\$7,246,728.00</b>	<b>\$498,940.02</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,520,005.23</b>	<b>\$1,726,722.77</b>	<b>76%</b>	<b>\$5,426,019.73</b>
<b>EXPENSE</b>										
Compensation	1,404,061.00	.00	1,404,061.00	104,276.36	.00	.00	983,331.74	420,729.26	70	944,711.39
Fringe Benefits	801,514.00	.00	801,514.00	65,156.03	16,233.80	.00	607,546.67	177,733.53	76	589,228.39
Outside Services	480,124.00	17,015.00	497,139.00	34,767.32	122,582.25	.00	260,618.51	113,938.24	77	270,882.98
Supplies	486,848.00	.00	486,848.00	52,013.17	91,366.95	.00	319,184.67	76,296.38	84	302,310.31
Utilities	565,421.00	.00	565,421.00	59,716.13	4,160.00	.00	359,094.59	202,166.41	64	316,246.28
Insurance	61,170.00	.00	61,170.00	.00	.00	.00	61,054.00	116.00	100	57,888.00
Capital Outlay	53,000.00	.00	53,000.00	6,593.50	14,179.65	.00	27,460.96	11,359.39	79	11,505.00
Debt Service	2,253,025.00	.00	2,253,025.00	277,743.63	.00	.00	2,206,045.21	46,979.79	98	2,256,081.70
Miscellaneous	19,930.00	.00	19,930.00	2,756.00	.00	.00	14,559.50	5,370.50	73	14,301.00
Allocated Costs	279,855.00	.00	279,855.00	23,315.41	.00	.00	209,838.69	70,016.31	75	186,420.03
Transfer Out	714,661.00	.00	714,661.00	46,696.75	.00	.00	534,570.75	180,090.25	75	594,830.03
(Gain) Loss on Refunding	.00	.00	.00	.00	.00	.00	(34,186.00)	34,186.00	+++	.00
<b>EXPENSE TOTALS</b>	<b>\$7,119,609.00</b>	<b>\$17,015.00</b>	<b>\$7,136,624.00</b>	<b>\$673,034.30</b>	<b>\$248,522.65</b>	<b>\$0.00</b>	<b>\$5,549,119.29</b>	<b>\$1,338,982.06</b>	<b>81%</b>	<b>\$5,544,405.11</b>
<b>Fund 7900 - WW Fd Totals</b>										
<b>REVENUE TOTALS</b>	<b>7,229,713.00</b>	<b>17,015.00</b>	<b>7,246,728.00</b>	<b>498,940.02</b>	<b>.00</b>	<b>.00</b>	<b>5,520,005.23</b>	<b>1,726,722.77</b>	<b>76</b>	<b>5,426,019.73</b>
<b>EXPENSE TOTALS</b>	<b>7,119,609.00</b>	<b>17,015.00</b>	<b>7,136,624.00</b>	<b>673,034.30</b>	<b>248,522.65</b>	<b>.00</b>	<b>5,549,119.29</b>	<b>1,338,982.06</b>	<b>81</b>	<b>5,544,405.11</b>
<b>Fund 7900 - WW Fd Totals</b>	<b>\$110,104.00</b>	<b>\$0.00</b>	<b>\$110,104.00</b>	<b>(\$174,094.28)</b>	<b>(\$248,522.65)</b>	<b>.00</b>	<b>(\$29,114.06)</b>	<b>\$387,740.71</b>		<b>(\$118,385.38)</b>
<b>Grand Totals</b>										
<b>REVENUE TOTALS</b>	<b>7,229,713.00</b>	<b>17,015.00</b>	<b>7,246,728.00</b>	<b>498,940.02</b>	<b>.00</b>	<b>.00</b>	<b>5,520,005.23</b>	<b>1,726,722.77</b>	<b>76</b>	<b>5,426,019.73</b>
<b>EXPENSE TOTALS</b>	<b>7,119,609.00</b>	<b>17,015.00</b>	<b>7,136,624.00</b>	<b>673,034.30</b>	<b>248,522.65</b>	<b>.00</b>	<b>5,549,119.29</b>	<b>1,338,982.06</b>	<b>81</b>	<b>5,544,405.11</b>
<b>Grand Totals</b>	<b>\$110,104.00</b>	<b>\$0.00</b>	<b>\$110,104.00</b>	<b>(\$174,094.28)</b>	<b>(\$248,522.65)</b>	<b>.00</b>	<b>(\$29,114.06)</b>	<b>\$387,740.71</b>		<b>(\$118,385.38)</b>

## Trust Fund Budget by Account Class Report

Through 03/31/15

Prior Fiscal Year Activity Included

Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/	Prior Year YTD
<b>Fund 9100 - Trust Fund</b>									
REVENUE									
Investment Income	.00	.00	.00	209,393.67	.00	967,362.68	(967,362.68)	+++	1,974,395.71
Transfer In	.00	.00	.00	.00	.00	734,874.11	(734,874.11)	+++	1,209,129.03
REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$209,393.67	\$0.00	\$1,702,236.79	(\$1,702,236.79)	+++	\$3,183,524.74
EXPENSE									
Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfer Out	.00	.00	.00	.00	.00	1,240,387.47	(1,240,387.47)	+++	2,222,744.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,240,387.47	(\$1,240,387.47)	+++	\$2,222,744.00
<b>Fund 9100 - Trust Fund Totals</b>									
REVENUE TOTALS	.00	.00	.00	209,393.67	.00	1,702,236.79	(1,702,236.79)	+++	3,183,524.74
EXPENSE TOTALS	.00	.00	.00	.00	.00	1,240,387.47	(1,240,387.47)	+++	2,222,744.00
<b>Fund 9100 - Trust Fund Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$209,393.67</b>	<b>\$0.00</b>	<b>\$461,849.32</b>	<b>(\$461,849.32)</b>		<b>\$960,780.74</b>
<b>Grand Totals</b>									
REVENUE TOTALS	.00	.00	.00	209,393.67	.00	1,702,236.79	(1,702,236.79)	+++	3,183,524.74
EXPENSE TOTALS	.00	.00	.00	.00	.00	1,240,387.47	(1,240,387.47)	+++	2,222,744.00
<b>Grand Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$209,393.67</b>	<b>\$0.00</b>	<b>\$461,849.32</b>	<b>(\$461,849.32)</b>		<b>\$960,780.74</b>



# CITY OF CONCORD

5.21

TAA

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Brian G. LeBrun, Deputy City Manager - Finance  
**DATE:** April 21, 2015  
**SUBJECT:** Auditorium Agreement and Recommendation

### Recommendation

Accept this report and approve an increase in the auditorium regular show fee by \$10 for Performance and Full Venue rates for the Fiscal Year 2016 season (see revised schedule attached) and approve an extension of the Auditorium Management Agreement to 2020.

### Background

On March 31, 2015, Chip Chesley and Jay Burgess, representing the General Services Department; David Gill and Terri Stevenson, representing the Parks and Recreation Department, and I met with Friends of the Auditorium Vice President Cindy Flanagan, Treasurer Merwyn Bagan, and Marketing Chair Carol Bagan.

The purpose of the meeting was the annual review of contract compliance on the part of the two parties, a review of the fiscal operations of the Concord Auditorium, and discussion of the programs and upgrades by the Friends of the Audi. Section 5.A.3. of the contract provides for an annual meeting to be held in January to discuss contract items.

### Financial Activity

David Gill presented a spreadsheet for the revenue and expenses incurred by the Auditorium for the past year and projections for Fiscal 2015. These were presented on an operating and capital budget basis, along with the cash value of products and services provided by the Friends. A comprehensive review indicates that, on a budgetary basis in 2015, the City Auditorium is projecting a deficit of \$7,292.64. However, the Friends have contributed a total of \$106,245.83 through in-kind labor and donations, primarily related to their "pitch in" process and the LED lighting Upgrade Project as documented in the attached report, which brings the final position to a positive \$98,953.19 for Fiscal Year 2015.

General Services provided assistance to the Audi for a variety of projects throughout the year. The major capital project in 2015 is the LED lighting program, for \$92,344.38 to date and plus an additional \$1,674.30 for WiFi System, Pitch In expenses and supplies, Lobby door curtains, equipment security locks.

Additional ongoing and future Projects: Friends of the Audi are currently upgrading the Bose Sound System, and refurbishing of theatre seats.

### **Marketing**

The Promotion Committee of six volunteers continues to bring new promotional opportunities to the Audi, including updating the Audi website, two new Facebook pages, a Box Office Infoline and Billboards, Maintain extensive mailing and e-mailing lists, Sponsorship of a weekly CCTV show titled "What's Happening at the Audi"; programs conducted for Leadership Greater Concord and Osher Lifetime Learning Institute of Granite State College and Concord 250; participation in Chamber of Commerce programs; development of Art Concord gallery space in the lobby and hosting of shows; decoration of theatre for holiday performances; cooperative bulk mailings and promotions on behalf of presenters, and recruitment of new presenters.

### **Rate Increases**

The Friends and the City discussed a rate increase for the FY 2015 season. Considering the capital project to repair the seats and the fact that many of the current renters are also the same groups that will be targeted for donations, it was the recommendation of the Friends to maintain to increase the show Performance and full venue rates by \$10, revised fee schedule attached. The City Administrations concurs with the recommendation.

### **Contract Extension**

The group discussed the recommendation to extend the contract until 2020. This will continue to provide for a typical five-year contract, which allows the Friends of the Audi to be in a position to apply for a variety of Arts related grants. The term of the agreement under section 5.B., which provides for termination at any time by a mutual agreement of either party with a 6 month notice or 60 days for violation of any term of the agreement, will remain in effect. The City Administration feels there is no adverse condition being placed on either party in granting this request.

### **Thanks**

Appreciation goes to the Friends for their efforts and those of Jeff Hoadley, Jay Burgess, David Gill and Terri Stevenson for successfully managing this relationship on behalf of the City.

cc: Thomas J. Aspell, Jr.  
Janice Bonenfant  
Chip Chesley  
David Gill  
Merwyn & Carol Bagan

**FRIENDS OF THE AUDI – 2014-2015 REPORT TO THE CITY OF CONCORD  
MOU MEETING, MARCH 31, 2015**

**Friends' contributions to the City Auditorium – Year to date: July 1, 2014 – February 24, 2015**

**Year-to-Date Expenses for City Auditorium Upgrades: \$94,018.68**

Including:	92,344.38	LED Lighting Upgrade project *
	1,200.00	WiFi System installed
	204.22	Pitch In expenses/supplies
	136.08	Lobby Door Curtains for light and temperature control
	134.00	Locks for equipment security

*\* Note: Anticipate additional \$50,000 to complete the LED project by June 30, 2015 bringing the projected 2015 total to \$144,018.68*

**Pitch In Volunteer Maintenance Labor: \$12,227.15**

July 1, 2014 – February 24, 2015 – 202 volunteers worked 606 hours at 9 community service events including: 7 Pitch In Shifts, September Day of Caring, and January MLKing Holiday Service Day at the USDept. of Labor rates for NH volunteers (\$20.25 hr)

**TOTAL 2014-2015 TO DATE CONTRIBUTION TO CITY AUDITORIUM: \$106,245.83**

**ANTICIPATED TOTAL 2015 CONTRIBUTION: \$156,245.83**

*The Friends of The Audi were recognized and honored for 25 years of service by the NH Theatre Community at the January 31, 2015 NH Theatre Awards Ceremony.*

**Additional Restoration/Renovation Projects Currently Underway:**

Sound Upgrades – digitizing Bose Sound System (\$10,000.00)

Theatre seat refurbishing – Next Project planned for 2015-2017 (estimate \$100,000).

**2014-2015 Theatre Development Activities:**

September 2014 – House Manager Training, with Concord Fire Department (3 sessions)

January 2015 – Annual Booking Meeting, with Parks and Recreation Department

**2014-2014 Fund Raising Activities:**

24<sup>th</sup> Annual GALA Season Opening – September 2014

24<sup>th</sup> Annual Rhythm of the Night show – January 2015

15<sup>th</sup> Annual Perennial Exchange (with Concord General Services) – May 2015

The “Audi Cookie Bakers” serve – never sell – refreshments at performances

Grant Writing projects – Received 4 grants to support Audi Upgrade Projects

**2014-2015 Marketing Activities – per MOU**

Created and maintained Audi website and two Facebook pages

Maintained Box Office Infoline, theatre billboards, and 24/7 phone contact

Maintained and contacted extensive mailing and emailing lists

Sponsored weekly CCTV show: “What’s Happening at the Audi”

Created and conducted programs for OLLI, Leadership Greater Concord, Concord 250

Participated in Chamber of Commerce, Arts Presenters of Northern New England, Intown Concord,

NH Dept. of Cultural Affairs, and NH State Tourism Development activities

Developed Art Concord gallery space in the reception lobby and hosted shows

Decorated the theatre for holiday performances to enhance usage

Enabled cooperative bulk mailings, voucher projects, and promotions on behalf of all presenters

Recruited new presenters and offered production/promotion/hospitality assistance to all presenters

**PLEASE NOTE ALL FRIENDS OF THE AUDI ACTIVITIES ARE CONDUCTED BY VOLUNTEERS**





# NON - ORDINANCE BASED FEES, FINES & PENALTIES

1	2	3	4	5	9	10	11	12	13	14	15	16	17	18
DEPT	DEPT. ENFORCING THE CODE	CODE SECTION	CHAPTER, SECTION & SUB-SECTIONS	FEE DESCRIPTION	QUANTITY PER MEASURE	UNIT OF MEASURE	LOGOS GL ACCT NO.	CURRENT FEE AMOUNT	INCREASE YES OR NO?	IF YES, IDENTIFY NEW RATE OR PROPOSED RATE	AMOUNT OF INCREASE	% OF INCREASE	DATE OF LAST COUNCIL APPROVED FEE REVISION	REASON FOR INCREASE OR NO INCREASE

## PERFORMANCE RENTALS

Parks & Rec	City Auditorium			PERFORMANCE RENTAL - Concord Resident Non-Profit	1	day	11 62 34 268 35031.002	325.00	YES	335.00	10.00	3.08%	4/11/2011	Fee increase recommended by the Friends of Audi during their 03/31/15 meeting
Parks & Rec	City Auditorium			PERFORMANCE RENTAL - Concord Resident Profit	1	day	11 62 34 268 35031.002	600.00	YES	610.00	10.00	1.67%	4/11/2011	Fee increase recommended by the Friends of Audi during their 03/31/15 meeting
Parks & Rec	City Auditorium			PERFORMANCE RENTAL - Non-Resident Non-Profit	1	day	11 62 34 268 35031.002	600.00	YES	610.00	10.00	1.67%	4/11/2011	Fee increase recommended by the Friends of Audi during their 03/31/15 meeting
Parks & Rec	City Auditorium			PERFORMANCE RENTAL - Non-Resident Profit	1	day	11 62 34 268 35031.002	910.00	YES	920.00	10.00	1.10%	4/11/2011	Fee increase recommended by the Friends of Audi during their 03/31/15 meeting
				TWO OR MORE PERFORMANCES IN ONE DAY										
Parks & Rec	City Auditorium			FULL VENUE RENTAL- Concord Resident Non-Profit	1	day	11 62 34 268 35031.002	600.00	YES	610.00	10.00	1.67%	4/11/2011	Fee increase recommended by the Friends of Audi during their 03/31/15 meeting
Parks & Rec	City Auditorium			FULL VENUE RENTAL- Concord Resident Profit	1	day	11 62 34 268 35031.002	1,180.00	YES	1,190.00	10.00	0.85%	4/11/2011	Fee increase recommended by the Friends of Audi during their 03/31/15 meeting
Parks & Rec	City Auditorium			FULL VENUE RENTAL- Non-Resident Non-Profit - PAID IN ADVANCE	1	day	11 62 34 268 35031.002	1,180.00	YES	1,190.00	10.00	0.85%	4/11/2011	Fee increase recommended by the Friends of Audi during their 03/31/15 meeting
Parks & Rec	City Auditorium			FULL VENUE RENTAL- Non-Resident Profit- PAID IN ADVANCE	1	day	11 62 34 268 35031.002	1,805.00	YES	1,815.00	10.00	0.55%	4/11/2011	Fee increase recommended by the Friends of Audi during their 03/31/15 meeting



# AUDI EXPENSES BY YEAR

Year	LABOR	HEAT	ELEC	WATER	WW	INS	SUPPLIES	ADMIN	TOTAL
2002	\$ 12,480.00	\$ 10,331.00	\$ 4,691.00	\$ 2,026.00	\$ 1,372.00	\$ 752.00	\$ 1,794.00	\$ 8,637.00	\$ 42,083.00
2003	\$ 15,420.00	\$ 16,503.00	\$ 4,293.00	\$ 2,127.30	\$ 1,440.00	\$ 789.00	\$ 1,883.70	\$ 8,500.00	\$ 50,956.00
2004	\$ 18,900.00	\$ 14,029.00	\$ 6,139.62	\$ 2,234.00	\$ 1,512.00	\$ 829.00	\$ 1,978.00	\$ 9,883.00	\$ 55,504.62
2005	\$ 19,290.00	\$ 13,700.00	\$ 4,749.00	\$ 2,250.00	\$ 1,600.00	\$ 850.00	\$ 2,050.00	\$ 10,000.00	\$ 54,489.00
2006	\$ 22,000.00	\$ 10,000.00	\$ 4,504.56	\$ 2,340.00	\$ 1,664.00	\$ 890.00	\$ 2,360.00	\$ 10,340.00	\$ 54,098.56
2007	\$ 19,800.00	\$ 11,998.00	\$ 5,148.00	\$ 2,118.00	\$ 1,721.00	\$ 930.00	\$ 2,500.00	\$ 11,011.00	\$ 55,226.00
2008	\$ 11,660.00	\$ 16,000.00	\$ 5,761.00	\$ 2,149.00	\$ 1,812.00	\$ 933.00	\$ 392.00	\$ 11,396.00	\$ 50,103.00
2009	\$ 9,900.00	\$ 25,500.00	\$ 3,100.00	\$ 2,218.00	\$ 1,928.00	\$ 1,190.00	\$ 2,410.00	\$ 10,394.00	\$ 56,640.00
2010	\$ 7,120.00	\$ 17,982.00	\$ 3,482.00		\$ 4,964.00	\$ 1,430.00	\$ 600.00	\$ 10,654.00	\$ 46,232.00
2011	\$ 5,280.00	\$ 19,455.00	\$ 2,228.00		\$ 5,024.00	\$ 1,577.00	\$ 300.00	\$ 11,762.00	\$ 45,626.00
2012	\$ 12,062.00	\$ 12,629.00	\$ 1,737.74		\$ 3,880.00	\$ 1,180.00	\$ 660.00	\$ 8,500.00	\$ 40,648.74
2013	\$ 10,564.00	\$ 17,235.00	\$ 740.00		\$ 4,230.00	\$ 1,170.00	\$ 300.00	\$ 8,713.00	\$ 42,952.00
2014	\$ 6,000.00	\$ 19,834.00	\$ 1,098.00		\$ 4,170.00	\$ 1,280.00	\$ 400.00	\$ 8,930.00	\$ 41,712.00
2015	\$ 5,200.00	\$ 19,834.00	\$ 1,181.64		\$ 4,042.00	\$ 1,282.00	\$ 8,600.00	\$ 9,153.00	\$ 49,292.64

# AUDI REVENUES BY YEAR

Year	REVENUES	NET	FRIENDS MOU	OFF SET NET	FRIENDS CIP	CITY CIP	FINAL POSITION
2002	\$ 25,025.00	\$ (17,058.00)	\$ 15,367.00	\$ (1,691.00)	\$ -	\$ -	\$ (1,691.00)
2003	\$ 32,900.00	\$ (18,056.00)	\$ -	\$ (18,056.00)	\$ 67,800.00	\$ -	\$ 49,744.00
2004	\$ 42,632.00	\$ (12,872.62)	\$ 8,764.20	\$ (4,108.42)	\$ 52,373.00	\$ -	\$ 48,264.58
2005	\$ 45,650.00	\$ (8,839.00)	\$ 8,439.76	\$ (399.24)	\$ 4,881.00	\$ -	\$ 4,481.76
2006	\$ 40,025.00	\$ (14,073.56)	\$ 9,210.00	\$ (4,863.56)	\$ 80,000.00	\$ 10,000.00	\$ 65,136.44
2007	\$ 40,085.00	\$ (15,141.00)	\$ 7,800.00	\$ (7,341.00)	\$ 81,841.67	\$ 17,000.00	\$ 57,500.67
2008	\$ 38,805.00	\$ (11,298.00)	\$ 17,100.00	\$ 5,802.00	\$ 45,550.00	\$ 18,470.00	\$ 32,882.00
2009	\$ 39,555.00	\$ (17,085.00)	\$ 29,824.42	\$ 12,739.42	\$ -	\$ -	\$ 12,991.42
2010	\$ 37,900.00	\$ (8,332.00)	\$ 12,272.00	\$ 3,940.00	\$ 11,692.00	\$ -	\$ 15,632.00
2011	\$ 36,745.00	\$ (8,881.00)	\$ 16,888.50	\$ 8,007.50	\$ 206,700.00	\$ 96,282.00	\$ 118,425.50
2012	\$ 38,200.00	\$ (2,448.74)	\$ 8,642.00	\$ 6,193.26	\$ -	\$ -	\$ 6,193.26
2013	\$ 39,622.00	\$ (3,330.00)	\$ 19,379.12	\$ 16,049.12	\$ -	\$ -	\$ 16,049.12
2014	\$ 39,970.00	\$ (1,742.00)	\$ 34,216.66	\$ 32,474.66	\$ -	\$ -	\$ 32,474.66
2015	\$ 42,000.00	\$ (7,292.64)	\$ 13,901.45	\$ 6,608.81	\$ 92,344.38	\$ -	\$ 98,953.19

# EXTENSION OF AUDITORIUM MANAGEMENT AGREEMENT

Between the

CITY OF CONCORD and the  
FRIENDS OF THE CONCORD CITY AUDITORIUM

## I. PARTIES AT INTEREST TO THIS AGREEMENT

The parties to this agreement are the **CITY OF CONCORD**, a municipal corporation with a place of business at 41 Green Street, Concord, New Hampshire 03301 ("City"), and the **FRIENDS OF THE CONCORD CITY AUDITORIUM**, a not-for-profit corporation, with a principal place of business at the Concord City Auditorium, Prince Street, Concord, New Hampshire 03301 ("Friends"). The expressed mission of the Friends is to work to restore and renovate the municipal theatre and to foster its affordable and accessible use by all people in the community. This mission is the basis for the parties cooperating in the use, maintenance, and operation of, and improvements to the Concord City Auditorium ("Audi").

## II. MUTUAL UNDERSTANDING AND AGREEMENT

The City and Friends ("Parties") mutually consent and agree to the extension of the existing agreement dated May 9, 2007, under Section 5.A.2 to August 31, 2020.

All other terms of the Agreement remain in full force and effect.

City Council authority to extend this agreement was granted on \_\_\_\_\_.

*Executed* on this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**CITY OF CONCORD**

By: \_\_\_\_\_

Its City Manager  
Duly authorized

**FRIENDS OF THE CONCORD  
CITY AUDITORIUM**

By: \_\_\_\_\_

Its  
Duly authorized





# CITY OF CONCORD

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Councilor Nyhan, Chair  
Facilities Naming Committee

**DATE:** April 14, 2015

**SUBJECT:** Report in response to a communication from the Varsity Club at Concord High School requesting the City of Concord consider naming the press box at Memorial Field the "Gene Connolly Press Box".

### Recommendation

Accept this report which recommends City Council take no action on the request from the Varsity Club at Concord High School asking the City of Concord to consider naming the press box at Memorial Field the "Gene Connolly Press Box".

### Background

City Council referred a communication from the Varsity Club at Concord High School to the Facilities Naming Committee at their October 14, 2014 City Council meeting.

The Facilities Naming Committee met on January 16, 2015 and March 4, 2015 to discuss the request. At their March 4, 2015 meeting, Clint Cogswell, President of the Concord School Board attended and indicated that the Concord School District would consider other options for honoring Mr. Connolly.







# CITY OF CONCORD

## REPORT TO MAYOR AND THE CITY COUNCIL

### Memo

Date: April 27, 2015

To: Conservation Commission,  
Christopher Morgan, Chair

From: Kathy Temchack,  
Director of Real Estate Assessments

RE: Current use change tax quarterly update

#### 1st Quarter 2015

Property owners who have 10 or more acres left in its natural state as forest land, unproductive land, wetlands, and farm land may apply for current use taxation. Property approved under current use is valued for property taxes as farm and forest land and not at market value. When the land is developed or falls below the 10 acres minimum, a one-time penalty of 10% of the market value of the land no longer in current use is assessed and billed to the property owner. The penalty is in addition to their regular property taxes. The money collected from the current use penalties, per an earlier city council vote, is split 50/50 between the Conservation Trust Fund and the Highway Fund.

One current use penalties were mailed during the 1st quarter of 2015.

\$7500.00 in current use penalties was collected during the 1<sup>st</sup> quarter of 2015.

Attached is the list of accounts paid in the first quarter. Presently, there are no pending accounts.

CC: Mayor and Council  
Brian LeBrun, Finance Director  
Mike Jache, Treasurer  
Nancy Larson, Staff Liaison to Conservation Commission

**CURRENT USE REPORT – 1<sup>ST</sup> QUARTER 2015**

<u>Owner</u>	<u>M/B/L Location</u>	<u>Beginning 1<sup>st</sup> QTR Balance &amp; Penalties</u>	<u>1st QTR Payments</u>	<u>Balance End of 1st QTR</u>
Heuss Family Trust Huess David F. & Kathleen, Trustees 32 Alice Avenue Hooksett, NH 03106-1106	118/2/34	\$7,500	\$7,500	-0-



# CITY OF CONCORD

5-24

TJA

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Earle M. Chesley, P.E., General Services Director  
**DATE:** April 20, 2015  
**SUBJECT:** Pay As You Throw Semi-Annual Status Report

### Recommendation

Accept this report relative to solid waste and recycling collection and disposal operations with Pay-As-You-Throw (PAYT).

### Background

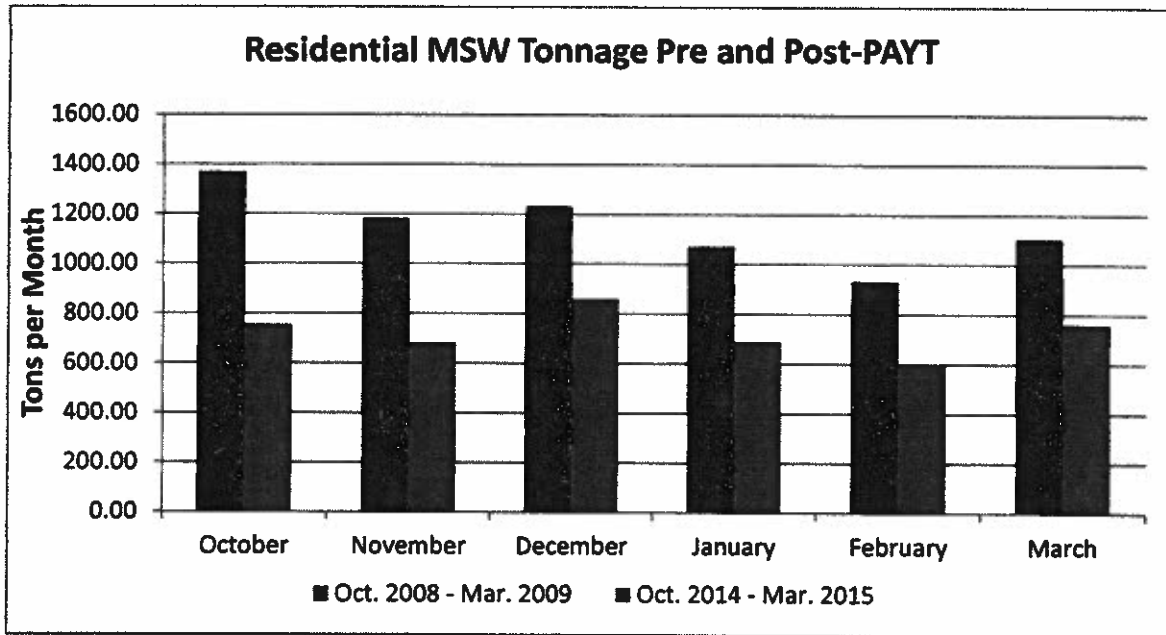
July 1<sup>st</sup>, 2014 marked the five-year anniversary of the City's Pay-As-You-Throw user fee system designed to help support increasing solid waste collection and disposal costs. Residents who receive curbside collection service (approximately 75% of Concord's households) are required to place their trash in City-authorized trash bags that are purchased at local retailers. Similarly, residents in multifamily properties manage their solid waste in large containers that are invoiced monthly based on the number, size, and collection frequency. In all cases, recyclables have been collected at no cost to the resident since the beginning of Pay-As-You-Throw.

### Discussion

#### *Residential Solid Waste Volumes*

Residential Solid Waste tonnage in the six month period October 1<sup>st</sup>, 2014 through March 31<sup>st</sup>, 2015 represents a 37% decline from the same six month period, (October 1<sup>st</sup>, 2008 through March 31<sup>st</sup>, 2009), prior to the implementation of PAYT. Modest increases in volumes have been seen in recent years as can be expected with an improving economy.

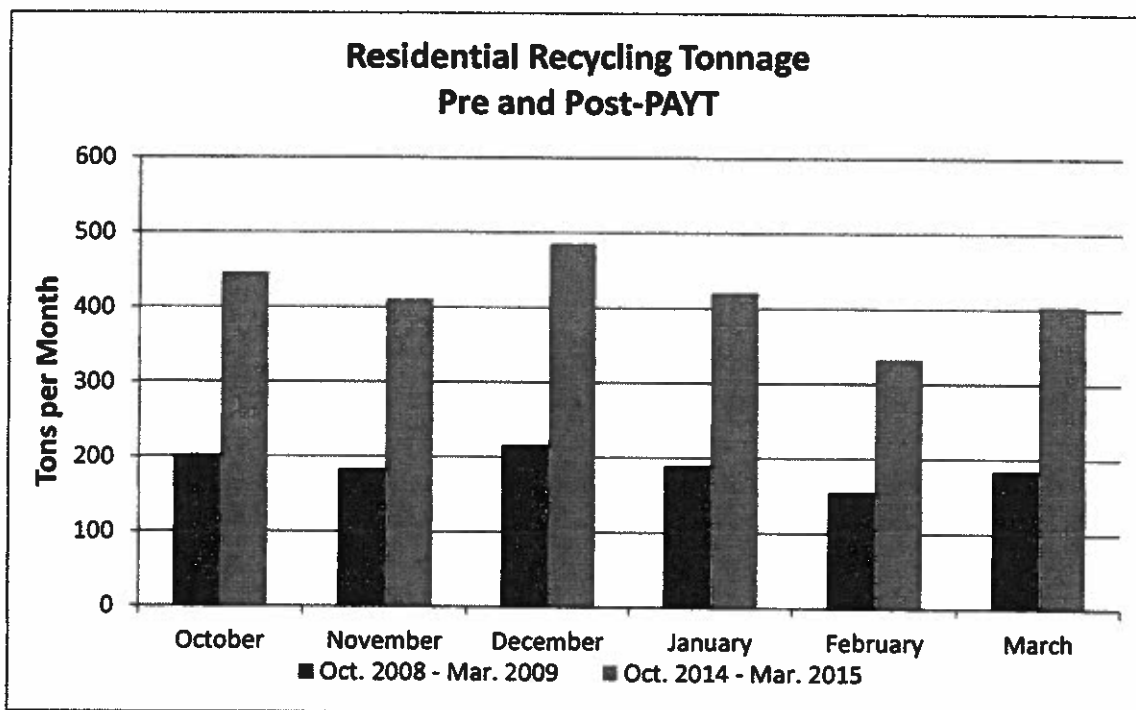
Below is a chart comparing residential solid waste volumes in the six month period October 1<sup>st</sup> 2014 through March 31<sup>st</sup> 2015 with that of the same six month period prior to the establishment of PAYT.



### *Residential Recycling Volumes*

As expected, the volume of recyclables collected and diverted from the waste stream increased as a result of the Pay-As-You-Throw program. With recyclables collected free of charge from residents, there is a financial incentive for residents to recycle materials that would otherwise take up space in the PAYT bag or container. The General Services Department remains focused on getting the word out on recycling to residents to further drive up these volumes.

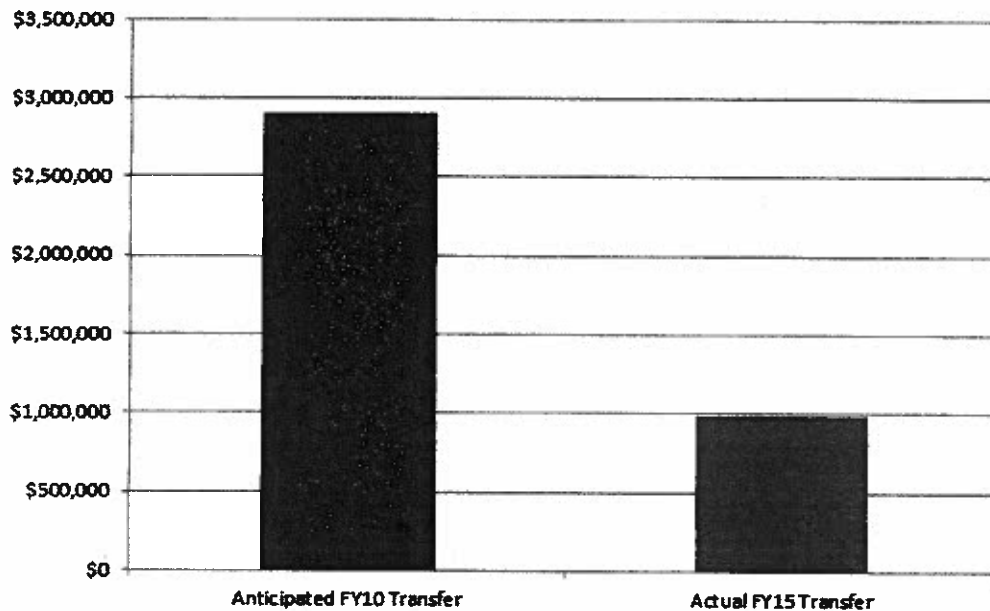
Below is a chart comparing recycling tonnage in the six month period October 1<sup>st</sup> 2014 through March 31<sup>st</sup> 2015 with the same six month period prior to PAYT implementation.



### *Financial Performance*

When Pay-As-You-Throw was adopted by the Mayor and City Council in June, 2009, it was projected that the General Fund would need to increase its transfer of funds to the Solid Waste Fund to approximately \$2.9 million. Since that time, the General Fund has been able to reduce its transfer to \$991,930, a decrease of over 65%. Pay-As-You-Throw has significantly reduced the financial demand upon the General Fund by almost \$2 million annually while providing recycling services to every Concord home.

#### **General Fund Transfers to the Solid Waste Fund**



That said, revenues collected through Pay-As-You-Throw are currently less than the cost of residential solid waste collection and disposal costs provided by the City through its vendors. As demonstrated in the FY 2015 Solid Waste Pro Forma, projected revenues generated through solid waste collection and disposal is approximately 91% of anticipated expenditures. The pro forma indicates this percentage will decline as currently projected solid waste collection and disposal costs increase in the future, General Services staff has reviewed this matter with the Solid Waste Advisory Committee and is assessing options to address this trend.



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# CITY OF CONCORD

## REPORT TO THE MAYOR AND CITY COUNCIL

**FROM:** Carlos P. Baía, Deputy City Manager – Development

**DATE:** May 29, 2015

**SUBJECT:** GSAMA request to hold a 5K road race at Concord Municipal Airport

### **Recommendation**

Accept this report recommending conditional authorization for the Granite State Airport Management Association to hold a 5K road race on main runway 17/35 at the Concord Municipal Airport on November 7, 2015. Said authorization would be contingent upon fully satisfying all of the City's safety and liability concerns.

### **Background**

The Granite State Airport Management Association (GSAMA) is seeking ways to promote awareness of general aviation airports to the broader community as well as to raise funds for airports around the state that may not have access to federal funding.

GSAMA has requested authorization to hold a 5K road race on the airfield, specifically on the main runway and taxiway. The event would be held on Saturday, November 7, 2015.

GSAMA has indicated that they have received FAA concurrence to close that runway during the race while still maintaining air traffic via the secondary runway.

### **Discussion**

At the April 23<sup>rd</sup> meeting of the Airport Advisory Committee, GSAMA presented the concept seeking a recommendation. The committee was particularly concerned about safety of the participants and pilots. There were a number of questions about how GSAMA was going to manage landing aircraft on the secondary runway when the main runway and its taxiway were off-limits. The committee also questioned whether the airport's insurer would support this event.

GSAMA admitted that they had not yet worked out all the details of the event but that they would like to get authorization to allow them to secure a race management company and start seeking sponsorship. In the interim, they committed to working out all of the City's concerns.

The Airport Advisory Committee ultimately recommended conditional approval of the event contingent on the promoters working out all the details to the City's satisfaction.



# CITY OF CONCORD

5-26

*In the year of our Lord two thousand and fifteen*

## RESOLUTION IN RECOGNITION OF THE SERVICES OF

**Master Police Officer Eric A. Crane**

*The City of Concord resolves as follows:*

**WHEREAS**, Master Police Officer Eric A. Crane has been a faithful and loyal employee of the City of Concord for over 16 years within its Police Department. MPO Crane began his career with the Concord Police Department in 1998 after serving several years as a Deputy Sheriff with the Rockingham County Sheriff's Office. MPO Crane served in the Patrol Division as a Patrol Officer and was transferred to the Community Resources Unit in 2000; and

**WHEREAS**, During his time in the Community Resources Unit, MPO Crane taught DARE and GREAT classes and was instrumental in organizing and managing the Citizen's Police Academy. Through his initiative and hard work, MPO Crane helped to create a fully outfitted DARE car for the Concord Police Department. He returned to the Patrol Division in 2005; and

**WHEREAS**, Master Police Officer Eric A. Crane served as an Intoxilyzer Operator, DARE Instructor, GREAT Instructor, Field Training Officer, Crisis Negotiator, Driving Instructor, Child Safety Passenger Technician and a Motorcycle Officer. For several years, MPO Crane took it upon himself to organize the Department's involvement in the Special Olympics Torch Run and the "To Protect and Serve Program". He helped launch new programs relating to underage drinking and firearm safety. MPO Crane served as a member of the Greater Concord Safety Coalition, Safe Kids NH and the NH Firearm Safety Coalition; and

**WHEREAS**, Master Police Officer Eric Crane was the recipient of four Certificates of Merit for Community Policing, four Letters of Commendation, an America's Promise Award, and many letters of appreciation from citizens, organizations and law enforcement professionals; and

**WHEREAS**, Master Police Officer Eric Crane's dedication and loyalty to the Concord Police Department and City of Concord are without question; and

**WHEREAS**, Master Police Officer Eric Crane has displayed unwavering commitment, loyalty, and dedication to the men and women that served with him; and

**WHEREAS**, Master Police Officer Eric Crane's work ethic, determination, energy and dedication have time and time again benefited the City of Concord and the Concord Police Department.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Concord that we hereby record our sincere appreciation for the many years of service from Master Police Officer Eric Crane to the City of Concord.

**BE IT FURTHER RESOLVED** that we hereby acknowledge that the service and presence of Master Police Officer Eric Crane will truly be missed by the City Council, City Administration, Concord Police Department and the entire Concord Community, and we extend our best wishes to him and his family during his retirement.





5-87  
TFA



Office of the City Clerk  
41 Green Street  
Concord, NH 03301

April 27, 2015

**TO:** Mayor Bouley and City Council:

**RE:** Request for closure of Capitol Street following the Concord Farmer's Market for the 10<sup>th</sup> Annual Concord Multicultural Festival from Evans Lane (East) to North State Street.

**Event Date and Time:** Saturday, September 26, 2015, 2:00pm – 6:00pm

Please consider this request, on behalf of the Concord Area Task Force Against Racism and Intolerance, for the use of Capitol Street for the 10<sup>th</sup> Annual Concord Multicultural Festival.

The event will take place from 2:00pm – 6:00pm with performances, activities and non-selling vendors on the State House lawn and plaza, and food and craft vendors on Capitol Street.

We understand the limitations of Capitol Street due to construction and will work closely with the City's Health and Licensing Office on logistics.

Now in its 10<sup>th</sup> year, the Concord Multicultural Festival continues to work towards increasing racial and ethnic tolerance through music, dance, storytelling, craft, and ethnic cuisine as well as empower new community members to see their cultural products as a worthy contribution to the local social and economic fabric of our community.

Please find attached a copy of the City Permit which has been applied for.

Thank you for your kind consideration,

Jessica (Fogg) Livingston  
Event Organizer, Concord Multicultural Festival  
603.568.5740  
[Jessica@jfoggsocialinspirations.com](mailto:Jessica@jfoggsocialinspirations.com)

Return to: Code Administration  
Health & Licensing  
37 Green Street  
Concord NH 03301

PERMIT NO. \_\_\_\_\_

LICENSE FEE: \$ 109<sup>15</sup>

**This application must be submitted forty five (45) days prior to proposed event to allow for processing of the application. Please make check payable to: CITY OF CONCORD**

-Police Department Use Only-  
No. of Officers Required \_\_\_\_\_

Restrictions: \_\_\_\_\_

APPROVED \_\_\_\_\_

Concord Police Dept.

**APPLICATION FOR ENTERTAINMENT/EVENT PERMIT**

Organization/Individual Name Concord Multicultural Festival Phone 603 568 5740

Address c/o J Fogg - Po Box 173, Concord, NH, 03302

Person in charge of event Jessica (Fogg) Livingston Phone 603 568 5740

Address same as above

Sponsor of Event Greater Concord Area Task Force Against Racism + Intolerance Phone \_\_\_\_\_

Address N/A

Type of and Description of Event Festival with performances, food + vendors

Location of Event NH State House

Proposed Dates: From Saturday, Sept 26<sup>2015</sup> To \_\_\_\_\_

Proposed Hours: From 10:00AM to 8:00PM (Event hours 2-6pm)

Indicate the number of persons expected to participate 750-1000 75

Indicate the approximate number of spectators 500-750

Will the event include food vendors? Yes: ☒ No: ☐ if yes please list name(s) below will provide one month prior

**ADDITIONAL INFORMATION** - use of a D.J, live band, guest speakers, food vendors, tents larger than 200sq ft. Note, Tents Larger than 200sq ft. need a permit from Fire Dept.

**If the event is on City property, it is the responsibility of the permittee to clean up the area used, immediately after the event unless prior arrangements have been made with the City. There will be a fee charged for failure to comply**

If the event is on the City Plaza - front of "Arch", will you need electricity? Yes ☐ No ☒ N/A

If "Yes", please indicate times needed for electricity: \_\_\_\_\_ AM to \_\_\_\_\_ PM

Certificate of Insurance Enclosed: Yes ☐ No ☐

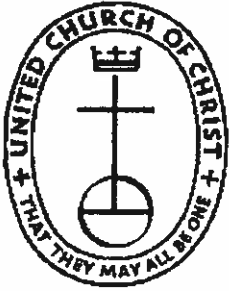
Request for Street Closure: Yes ☐ No ☐ Letter for closure attached: Yes ☐ No ☐

**Letter for Street Closure must be submitted to the CITY CLERK'S OFFICE and a copy to the Health & Licensing Office, along with this application. Approval for Street Closure from the City Council must be received before the permit is issued.**

Signed Serovica (JSS) Livingston Date 4/27/15  
Approved \_\_\_\_\_ Date \_\_\_\_\_

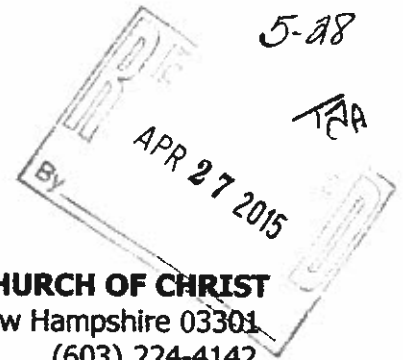
Health & Licensing Officer

rev 9/29/14



**WEST CONGREGATIONAL CHURCH, UNITED CHURCH OF CHRIST**

Rev. Amanda Wagner, 499 North State St. Concord, New Hampshire 03301  
(603) 224-4142



**April 27, 2015**

**City of Concord  
Attn: Clerk's Office  
39 Green Street  
Concord, New Hampshire 03301**

**To: City Council**

**West Congregational Church requests road closure of Garrison Street on June 27<sup>nd</sup> from 10 – 4 PM  
for our annual Neighborhood Block Party.**

**We thank you for your consideration.**

**Sincerely,**

  
**Brian Wheeler  
Board of Trustees**



# CITY OF CONCORD

4-9  
5-29(A)  
5-31

*In the year of our Lord two thousand and fifteen*

## **RESOLUTION** ADOPT AN AMENDED COMPREHENSIVE TRANSPORTATION POLICY.

Page 1 of 2

*The City of Concord resolves as follows:*

- WHEREAS,** by Resolution No. 2170, adopted March 10, 2008, the City Council amended the Code of Ordinances, Title V, Administrative Code, Chapter 30, Administrative Code, Article 30-3, Boards and Commissions, by adding a new section, Section 30-3-14, Transportation Policy Advisory Committee; and
- WHEREAS,** by creation of the Transportation Policy Advisory Committee (TPAC), the committee was specifically charged to develop policy related to city-wide traffic and transportation systems including long-range multi-modal transportation planning, bicycle and pedestrian facility planning as well as public transportation services; and
- WHEREAS,** since its inaugural meeting on April 24, 2008, the TPAC has created working subcommittees with focus on pedestrian facilities bicycle facilities, public transportation, and neighborhood traffic management for the purposes of developing a comprehensive policy; and
- WHEREAS,** in 2009, TPAC developed a comprehensive transportation policy, based on so-called "Complete Streets" principles, through the coordinated efforts by the subcommittees as well as the full TPAC committee; and
- WHEREAS,** by Resolution No. 8333, adopted January 11, 2010, the City Council adopted the Comprehensive Transportation Policy, the first such municipal policy in the state of New Hampshire; and
- WHEREAS,** the Comprehensive Transportation Policy has guided the city in the planning and development of its transportation projects, the most notable of which was the Main Street Complete Streets project, a project awarded grant funding in part due to its complete-streets features; and
- WHEREAS,** TPAC recognizes value in updating and enhancing policy statements to reflect nationally-recognized language in describing the city's guiding principles embracing a goal to have a complete multi-modal transportation

# CITY OF CONCORD

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*In the year of our Lord two thousand and fifteen*

**RESOLUTION** ADOPT AN AMENDED COMPREHENSIVE TRANSPORTATION POLICY.

Page 2 of 2

system that serves residents, employees, visitors and businesses, and achieves the overarching goals of safety, economic vitality, enhanced quality of life, community health and environmental and fiscal sustainability; and

**WHEREAS,** TPAC developed an amended Comprehensive Transportation Policy, through the coordinated efforts by the subcommittees as well as the full TPAC committee and now recommends its adoption.

***NOW, THEREFORE, BE IT RESOLVED by the City Council of Concord that:***

1. The City Council adopts the amended Comprehensive Transportation Policy to serve as a guide in the planning and development decision making processes that promote the development, operation, and maintenance of a complete, multi-modal transportation system serving the community, inclusive of its residents, businesses, employees, and visitors.
2. This resolution shall take effect upon its passage.





# CITY OF CONCORD

TJA

## REPORT TO THE MAYOR AND CITY COUNCIL

**FROM:** Transportation Policy Advisory Committee

**DATE:** March 26, 2015

**SUBJECT:** Report from the Transportation Policy Advisory Committee recommending the adoption of an amended Comprehensive Transportation Policy.

### Recommendation

Accept this report and set a public hearing to adopt an amended Comprehensive Transportation Policy.

### Background

On March 10, 2008, the City Council amended the Code of Ordinances, Title V, Administrative Code, Chapter 30, Administrative Code, Article 30-3, Boards and Commissions, by adding a new section, Section 30-3-14, Transportation Policy Advisory Committee (Resolution No. 2170). By creation of the Transportation Policy Advisory Committee (TPAC), the committee was specifically charged to develop policy related to city-wide traffic and transportation systems including long-range multi-modal transportation planning, bicycle and pedestrian facility planning as well as public transportation services.

In 2009, TPAC developed a comprehensive transportation policy, based on so-called "Complete Streets" principles, through the coordinated efforts by the subcommittees as well as the full TPAC committee. By Resolution No. 8333, adopted January 11, 2010, the City Council adopted this Comprehensive Transportation Policy, the first such municipal policy in the state of New Hampshire.

### Discussion

The Comprehensive Transportation Policy has guided the city in the planning and development of its transportation projects over the last five years, the most notable of which was the Main Street Complete Streets project, a project awarded grant funding in part due to its complete-streets features. TPAC recognizes value in updating and enhancing policy statements to reflect nationally-recognized language in describing the city's guiding principles embracing a goal to have a complete multi-modal transportation system that serves residents, employees, visitors and businesses, and achieves the overarching goals of safety, economic vitality, enhanced quality of life, community health

and environmental and fiscal sustainability. As such, TPAC considered the development of an amended policy statement.

The amended policy development and review process included eight TPAC public meetings (January, March, April, September, October and November, 2014; and January and March 2015). It was unanimously supported by members of the full TPAC committee on March 26, 2015.

Therefore, TPAC recommends that City Council accept this report recommending that the City Council adopt the attached amended Comprehensive Transportation Policy.

attachment

rjm/RJM

cc: Transportation Policy Advisory Committee

# CITY OF CONCORD

*In the year of our Lord, two thousand and fifteen .*

## COMPREHENSIVE TRANSPORTATION POLICY

*The goal of the City of Concord is to have a complete multi-modal transportation system that serves residents, employees, visitors and businesses, and achieves the overarching goals of safety, economic vitality, enhanced quality of life, community health and environmental and fiscal sustainability.*

It shall be the policy of the City of Concord to proactively:

1. Plan, design, build and operate its network of roads and streets to provide users of all ages and abilities with multiple choices of safe transportation modes – the so called “Complete Streets” initiative – by:
  - a. Fully integrating pedestrians, including people requiring mobility aids, into the transportation system with walkable neighborhoods and promoting improvements to sidewalks and trail systems that provide safety and convenience;
  - b. Fully integrating bicyclists into the City’s transportation system, via improvements as incidental parts of street building and resurfacing projects, as well as by separate projects for that specific purpose;
  - c. Fully integrating public transit into the City’s transportation system to serve the needs of the community and provide transportation choice; and
  - d. Continuing to provide for motorized travel, including automobiles, commercial vehicles, and emergency vehicles to provide safe, efficient and cost-effective motorized mobility for residents and visitors, including commercial vehicle operators.
2. Enhance neighborhood livability by promoting:
  - a. Connectivity between neighborhoods via local streets;
  - b. Motor vehicle through-travel along arterial and collector streets; and
  - c. Traffic management measures that lessen the adverse impact of traffic.
3. Plan, promote and support public transportation to enhance mobility for Concord residents and visitors, including those who cannot or choose not to rely on personal vehicles.
4. Use the best applicable standards and guidelines to devise solutions that balance modal and user needs and that are sensitive to the context of surrounding neighborhoods and commercial districts.
5. Apply Complete Streets principles in reviewing and approving transportation improvements within the public right of way that may be developed by the private sector, the State of New Hampshire or the Concord or Merrimack Valley School Districts.

6. Inform and update city staff and community leaders on Complete Streets principles and best practices through workshops and other appropriate means. Coordinate across departments to promote the most responsible and efficient use of resources for activities within public ways. Ensure this comprehensive transportation policy informs land-use planning and decision-making.
7. Seek appropriate sources of funding and grants to implement the components of this policy.
8. Monitor the success of this policy using performance measures such as miles of bike lanes, transit ridership and crash history.
9. Cooperate with state and regional transportation organizations (such as the New Hampshire Department of Transportation and the Central New Hampshire Planning Commission) and promote Complete Streets solutions in projects of state and regional significance that benefit or impact Concord residents.
10. Partner with community programs, the Concord School District, and the Merrimack Valley School District, to improve safety, while encouraging more children to walk and bicycle to school.

Exceptions to this policy are allowed only where it is documented that rigid implementation would be inappropriate, such as accommodating users where they are prohibited; where the cost is excessively disproportionate to the need or probable public value; in the absence of current or future need; or for routine maintenance that does not change mobility, safety, street geometry or operations.

# CITY OF CONCORD

*In the year of our Lord, two thousand and ~~fifteen~~*

## COMPREHENSIVE TRANSPORTATION POLICY

*The goal of the City of Concord is to have a complete multi-modal transportation system that serves residents, employees, visitors and businesses, and achieves the overarching goals of safety, economic vitality, enhanced quality of life, community health and environmental and fiscal sustainability.*

**PREAMBLE:** *The overall goal of this comprehensive transportation policy is to plan and promote the development, operation, and maintenance of a complete, multi-modal transportation system serving the community, inclusive of its residents, businesses, employees, and visitors.*

*The transportation network serves to accommodate the needs of the community while improving connectivity of Concord's neighborhoods. This is in the context of the overarching goals of economic vitality, enhanced livability, quality of life, and environmental and fiscal sustainability.*

It shall be the policy of the City of Concord to proactively:

~~In the effort to promote a transportation infrastructure that primarily focuses on quality of life and mobility for Concord residents, proactively assesses traffic operations and safety, and improves the experience of visitors, it shall be the policy of the City of Concord:~~

1. Plan, design, build and operate its network of roads and streets to provide users of all ages and abilities with multiple choices of safe transportation modes – the so called “Complete Streets” ~~To design, build and operate its roads and streets to safely accommodate all users and modes of transportation—the so called “complete streets” initiative by:~~
  - a. Fully integrating pedestrians, including people requiring mobility aids, into the transportation system with walkable neighborhoods and promoting improvements to sidewalks and trail systems ~~into the transportation system with walkable neighborhoods, and to promote improvements to sidewalks and trail systems throughout the community that provide safety and convenience.~~
  - b. Fully integrating bicyclists into the City's transportation system, via improvements as incidental parts of street building and resurfacing projects as well as separate projects for that specific purpose.
  - c. Fully integrating public transit into the City's transportation system to serve the needs of the community and provide transportation choice; and  
To develop, implement, and maintain a comprehensive Neighborhood Traffic Management Program that focuses on enhancing livability in residential neighborhoods by lessening the adverse impacts associated with increased traffic volume, cut-through traffic and speeds.
  - e-d. Continuing to provide for motorized travel, including automobiles, commercial vehicles, and emergency vehicles to provide safe, efficient and cost-effective motorized mobility for residents and visitors, including commercial vehicle operators.
2. To develop, implement, and maintain appropriate measures that encourage through travel along the collector and arterial street network rather than along residential streets. Enhance neighborhood livability by promoting:

- a. Connectivity between neighborhoods via local streets;
- b. Motor vehicle through-travel along arterial and collector streets; and
- c. Traffic management measures that lessen the adverse impact of traffic.

2.3. Plan, promote and support public transportation to enhance mobility for Concord residents and visitors, including those who cannot or choose not to rely on personal vehicles.

4. Use the best applicable standards and guidelines to devise solutions that balance modal and user needs and that are sensitive to the context of surrounding neighborhoods and commercial districts. ~~To promote a comprehensive public transportation system that responds to and serves the needs of the community.~~

5. Apply Complete Streets principles in reviewing and approving transportation improvements within the public right of way that may be developed by the private sector, the State of New Hampshire or the Concord or Merrimack Valley School Districts.

6. Inform and update city staff and community leaders on Complete Streets principles and best practices through workshops and other appropriate means. Coordinate across departments to promote the most responsible and efficient use of resources for activities within public ways. Ensure this comprehensive transportation policy informs land-use planning and decision-making.

7. Seek appropriate sources of funding and grants to implement the components of this policy.

3.8. Monitor the success of this policy using performance measures such as miles of bike lanes, transit ridership and crash history.

4.9. ~~To e~~Cooperate with state and regional transportation organizations (such as the New Hampshire Department of Transportation and the Central New Hampshire Planning Commission) and promote Complete Streets solutions in projects of state and regional significance that benefit or impact Concord residents. ~~in projects of state and regional significance that benefit or impact Concord residents.~~

5.10. ~~To p~~Partner with community programs, the Concord School District, and the Merrimack Valley School District, to improve safety while encouraging more children to walk and bicycle to school, and encourage more children to safely walk and bicycle to school by supporting the initiatives of the National Safe Routes to School Program.

Exceptions to this policy are allowed only where it is documented that rigid implementation would be inappropriate, such as accommodating users where they are prohibited; where the cost is excessively disproportionate to the need or probable public value; in the absence of current or future need; or for routine maintenance that does not change mobility, safety, street geometry or operations.

# CITY OF CONCORD

*In the year of our Lord two thousand and fifteen*

4-10

5-29(B)

5-32

**RESOLUTION** APPROPRIATING THE SUM OF SIXTY THOUSAND DOLLARS (\$60,000) FROM THE BUILDING IMPROVEMENT RESERVE FUND FOR DEMOLITION OF CITY OWNED PROPERTY LOCATED AT 10 PRINCE STREET.

Page 1 of 1

*The City of Concord resolves as follows:*

**WHEREAS,** the City owns property located at #10 Prince Street; and,

**WHEREAS,** the City desires to demolish a single family residential structure at the property, together with all related improvements; and,

**WHEREAS,** this is a purpose for which funds are not included in the adopted budget of the City, Section 38 of the City Charter provides for this appropriation to be provided by a two-thirds vote of the members present.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Concord that:

- 1) The sum of .....\$60,000  
be and is hereby appropriated as follows:

General Capital Fund

10 Prince Street Demolition .....\$60,000

- 2) Revenue to meet said appropriation shall be provided from the following sources:

Building Improvements Capital Reserve Fund .....\$60,000

- 3) These funds shall be available for any purpose associated with the demolition of Prince Street including, but not limited to, architectural and engineering services, land planning services, consultant services, environmental assessments, due diligence, and demolition activities, or any other lawful purpose related to acquisition or re-use of this property.
- 4) These funds shall be expended under the direction of the City Manager.
- 5) This resolution shall take effect upon its passage.







# CITY OF CONCORD

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## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Matthew R. Walsh, Dir. of Redevelopment, Downtown Services, & Special Projects

**DATE:** March 24, 2015

**SUBJECT:** 10 Prince Street Demolition

### Recommendation:

- Accept the following report; and,
- Set the attached resolution authorizing appropriating the sum of \$60,000 from the Building Improvements Reserve Fund for demolition of City owned property at 10 Prince Street for public hearing on May 11, 2015.

### Background:

The City acquired 10 Prince Street on October 17, 2011 for the sum of \$175,000. The City acquired the property for potential long-term expansion of the municipal campus. The property features a 3,500SF single family home which was constructed around 1880.

On July 1, 2012, the City entered into a long-term lease with the Concord Housing and Redevelopment Authority d/b/a Concord Housing Development Corporation (CHDC). Specifically, the City leased the property to CHDC for the sum of \$1 per year, plus property taxes in accordance with RSA 72:23. CHDC made minor improvements to the property and subleased the home as an affordable housing unit. The City's lease had a ten year term, which was set to expire on June 30, 2022. The goal of this arrangement was to 1) temporarily increase the supply of affordable housing within Concord and 2) allowed the City, in the short-term, to forgo the expense of demolishing the building.

During the summer of 2014, CHDC asked the City to terminate the lease due to the condition of the property and cost of additional unanticipated renovations which CHDC did not feel it could recover during the remaining term of the lease. The City Council granted this request on October 12, 2014.

**Discussion:**

On December 8, 2014 the City Council approved resolution #8816, which transferred \$60,000 from FY2014 Budget fund balance to the Building Improvement Reserve fund for demolition of 10 Prince Street.

With the lease now terminated and the construction season rapidly approaching, the City Administration requests that the City Council appropriate these funds out of the Building Improvement Reserve fund so the demolition may proceed.

Once the building is demolished, an interim gravel parking lot will be created for City vehicles. The lot may also be used for snow storage for parking lots at the municipal campus during the winter months.

# CITY OF CONCORD

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*In the year two thousand and fifteen*

**RESOLUTION      AUTHORIZING THE CITY MANAGER TO ENTER INTO A  
PURCHASE AND SALES AGREEMENT WITH THE PENACOOK  
COMMUNITY CENTER CONCERNING CITY OWNED  
PROPERTY LOCATED ON VILLAGE STREET**

Page 1 of 1

*The City of Concord resolves as follows:*

**WHEREAS,**      the City is the owner of certain real estate located on Village Street, City Assessor's Parcel #143-P-31, consisting of 2.2 +/- acres of land, as further described by a deed recorded at the Merrimack County Registry of Deeds Book 540 Page 517.

**WHEREAS,**      the City desires to sell this property to the Penacook Community Center, Inc., or its successors, heirs, or assigns, for the purpose of developing a community center.

***NOW, THEREFORE, BE IT RESOLVED by the City Council of Concord that:***

1. This resolution shall take effect upon passage.





# CITY OF CONCORD

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Matthew R. Walsh, Dir. of Redevelopment, Downtown Services, & Special Projects

**DATE:** March 24, 2015

**SUBJECT:** Sale of City Property: Village Street

### **Recommendation:**

- Accept the following report; and,
- Set the attached resolution authorizing the City Manager to enter into a Purchase and Sales Agreement with the Penacook Community Center concerning City owned property located on Village Street for public hearing on May 11, 2015.

### **Background:**

The City is the owner of property located on Village Street, immediately west of #95 and #97 Village Street. The property is approximately 2.2 acres in size and was acquired by the City in 1935. The property is currently zoned Residential Medium Density (RM), which permits a variety of residential and institutional uses, such as a community center.

### **Discussion:**

1. **Overview:** On December 29, 2014, the Penacook Community Center (PCC) provided a letter requesting that the City consider selling the subject property to PCC for a new community center.

As the City Council knows, the PCC has been actively working to develop a new community center for several years. The PCC had made efforts to acquire various sites in Penacook, without success. The PCC's mission to serve Penacook and surround communities, coupled with limited availability of suitable sites within Penacook, were the motivating factors that caused the PCC to make this inquiry to the City.

The PCC specializes in providing day care and senior programming for residents of Penacook and surrounding communities. Many of the PCC's clientele are economically disadvantaged. During the period of September 2013 through August 2014, the PCC served 11,249 people; of which 66% were city residents.

In addition to pursuing the City's property, the PCC has secured purchase and sales agreements on properties located at #95 Village Street (a single family home) and #97 Village Street (a vacant lot formally occupied by a florist shop). Combined, all three

properties total approximately 3.8 acres. PCC has entered into purchase and sales agreements for #95 and #97 Village Street.

The PCC desires to construct a 30,000 – 40,000SF community center, together with parking lots and outdoor playground space. The PCC needs to acquire the City's property, as well as the other two privately owned lots, to provide sufficient acreage to support their project.

2. **Public Need & Cemetery Considerations:** Upon receiving this request, the City Administration conducted a review to determine whether there was a public need to retain ownership of the property. Given the property's proximity to the Penacook Calvary / Woodlawn Cemeteries, much of this analysis focused on long-term need for burial space within Penacook and the rest of the city.

Currently, the City has 13 municipal cemeteries, of which four (4) are full. The City typically buries 100 people per year. Based on the current rate of burials, the City has a 113-year supply of plots and columbarium spaces city wide.

With respect to the Woodlawn and Calvary cemeteries, these facilities currently have 320 graves and 89 cremation plots available. This translates into a 140-year supply based upon current demand for these facilities. In addition, the Woodlawn / Calvary facilities have space for an additional 500 graves and 100 cremation lots, which are currently undeveloped.

Based upon this information, the city has adequate supply to serve the burial needs of Penacook Village for the foreseeable future. However, in the very long-term, the City may need to develop a new cemetery to serve Penacook.

3. **Overview of Purchase and Sales Agreement:** The following is a summary of key details of the proposed purchase and sales agreement:
  - a. **Sales Price:** \$65,200.
  - b. **Closing Date:** December 1, 2016.
  - c. **Deposit:** None.
  - d. Closing is subject to the following standard conditions:
    - i. Completion of standard title and environmental due diligence with results acceptable to the Buyer.
    - ii. The PCC securing ownership of the adjacent properties located at #95 and #97 Village Street.
    - iii. PCC securing permits and development approvals required for their project.
    - iv. PCC securing all financing required for their project.

e. Special considerations: In addition, PCC has agree to the following:

- i. PCC providing a covenant to the City on their four existing properties located at Dolphin, High, and Community Drive whereby in the event any of said properties are sold to a tax exempt entity in the future, said entity shall be required to pay all property taxes that would normally be required if the property was owned by a taxable entity.
- ii. PCC accepting a deed restriction on the City's Village Street property whereby should the PCC sell said property in the future to a tax exempt entity, said entity shall be required to pay all property taxes that would normally be required if the property was owned by a taxable entity.

A copy of the complete Purchase and Sales Agreement is attached.

4. Other Considerations: The two privately owned properties located at #95 and #97 Village Street are currently zoned General Commercial ("CG"), which precludes the development of a community center. PCC has two options on how to address this. First, they could seek a use variance from the Zoning Board. Secondly, the PCC could petition to have the City rezone these properties to Residential Medium Density ("RM"), which is the same zoning district which currently governs the City's property.

PCC has not yet decided which option they may pursue. Although the purchase and sales agreement is subject to the PCC securing all development permits and approvals for the project, it is not expressly subject to the City rezoning the property.

Preliminarily, rezoning the property appears to have merit. However, any potential request to do so shall come forward to the City Council separately from consideration of this purchase and sales agreement.

5. Summary & Recommendation: The City Administration supports this sale for the following reasons:

- a. The City has an adequate supply of cemetery space (developed and undeveloped).
- b. The sale price reflects current the fair market value of the property.
- c. Development of a new community center will help to further revitalize Penacook Village by improving quality of life for area residents and making the Village more attractive for private investment.





## PURCHASE AND SALES AGREEMENT

This **PURCHASE AND SALES AGREEMENT** ("Agreement") is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2015 by and between the City of Concord, a New Hampshire municipal corporation, with a principal place of business at 41 Green Street, Concord, New Hampshire 03301 (referred to the "Seller" or "the City") and the Penacook Community Center, Inc., a New Hampshire non-profit corporation, with a principal place of business at 76 Community Drive, P.O. Box 6008, Penacook, New Hampshire, 03303 (referred to as the "Buyer"), and referred to collectively as the "Parties".

### RECITALS

This Agreement relates to the sale of real estate known as the "Former Water Tower Property" located on Village Street, Penacook, New Hampshire (the "Premises"), City Assessing Department Parcel 143-P-31.

This Agreement is entered into upon the basis of the following facts and intentions of the Parties:

- I. The Seller owns certain real estate located at "no address" Village Street, Penacook, New Hampshire, consisting of 2.2 +/- acres of land, as described on the attached plan titled "Village Street Properties", prepared by the H.L. Turner Group, Inc., dated January 28, 2015, as attached to this Agreement as "Exhibit 1", as well as a deed recorded at the Merrimack County Registry of Deeds (the "MCRD") at Book 540, Page 517, as, and attached hereto as Exhibit 2;
- II. The Buyer, subject to the contingencies set forth within this Agreement, desires to acquire the Premises for the purpose of combining it with other adjacent properties and constructing a new 30,000 SF +/- community center, together with parking lots and outdoor playgrounds (herein referred to as the "Buyer's Project").
- III. All Parties signatory to this Agreement are willing to proceed upon the terms and conditions of this Agreement.

NOW, THEREFORE, the Parties hereby agree as follows:

### 1. DESCRIPTION OF PREMISES AND REAL ESTATE TRANSACTION:

- 1.1. **General:** Pending the results of the Buyer's due diligence and the other conditions in this Agreement, the Seller intends to sell to the Buyer, and the Buyer intends to acquire from the Seller, the Premises, consisting of a lot of record approximately 2.2 acres in size, together with any improvements on the Premises, and any and all easements, rights of

way, plants, trees, shrubbery, assignable permits, approvals, licenses, and other appurtenances thereto, said Premises as shown on plan titled "Village Street Properties", prepared by the H.L. Tumer Group, Inc., dated January 28, 2015, as attached to this Agreement as "Exhibit 1", meaning and intending to describe property set forth in a deed recorded at the MCRD at Book 540, Page 517, as attached to this Agreement as "Exhibit 2".

- 1.2. **Purchase Price:** The purchase price for the premises shall be Sixty Five Thousand Two Hundred Dollars (\$65,200.00), which is the City's assessed value for the property and reflects the Fair Market Value for the premises in its "as is" condition, per the City Assessing Card attached herein as Exhibit 3.
- 1.3. **Deposit:** No deposit is required for this transaction.
- 1.4. **Payment of Purchase Price:** The Purchase Price shall be paid in full by the Buyer to the Seller at Closing and conveyance of the Premises to the Buyer in the form of bank treasurer's check, wire funds transfer, or other immediately available funds satisfactory to the Seller.
- 1.5. **Access to Premises:** The Seller hereby grants authorization to the Buyer, its employees, representatives, consultants, and agents to enter the Premises for the purpose of completing due diligence and for all other purposes necessary to carry out the terms of this Agreement.

The Buyer and the Seller shall coordinate all access to the Premises by third parties working on behalf of the Buyer as part of the Buyer's due diligence.

The Buyer shall indemnify, defend, and hold harmless the Seller from and against any and all claims, actions, damages or losses arising out the Buyer's activities pursuant to this paragraph during its inspection and subsequent tasks related thereto which are caused solely by the Buyer's negligence. The Buyer shall require any and all contractors who are retained for the purpose of completing due diligence or for any other purpose necessary to carry out the terms of this Agreement, and who will need to access the Premises, to obtain a certificate of insurance in the amount of \$2 million in the aggregate, \$1 million per occurrence naming the Seller as an additional insured.

- 1.6. **Closing:** Closing shall occur no later than December 1, 2016. The Parties agree that all Closing documents, including the Quitclaim Deed for conveyance of the Premises, easement deeds (if applicable) and other Closing documents, shall not be recorded at the Merrimack County Registry of Deeds and that the purchase price shall not be exchanged

between the Parties until all of the Buyer's and Seller's Contingencies, as set forth in Articles 2 and 3, respectively, have been achieved or satisfied.

- 1.7. **Title and Deed Restrictions:** The Seller shall convey the Premises by Quitclaim Deed with statutory covenants. In addition to the terms and conditions set forth within this Agreement, the Seller has no commitment to provide Buyer with good, marketable and insurance title, but Buyer may conduct a title search to determine whether title to the Premises is good, marketable title and insurable, so that the Buyer may acquire, for the benefit of the Buyer by a title insurer licensed in the State of New Hampshire and acceptable to the Buyer, an ALTA standard form title insurance policy in an amount equal to the Purchase Price, insuring that the Buyer holds marketable fee simple title to the Premises, at Buyer's expense and subject to the following:
- a) Existing matters of record accepted and approved by the Buyer.
  - b) A deed restriction for the benefit of the City which shall require, in perpetuity, that in the event any portion of the Premises is leased or sold by the Penacook Community Center to an entity that would cause the property to be exempt from the payment of real estate taxes ("Exempt Owner" or "Exempt Lessee"), said Exempt Owner(s) or Lessee(s) shall be obligated to enter into an agreement for Payments In Lieu of Taxes ("PILOT") with the City of Concord. Pursuant to the PILOT, the Exempt Owner or Lessee shall agree to make payments to the City in an amount equal to all State, County, Municipal and School District property taxes that would otherwise be payable with respect to the respective property interest. Each deed or other transfer document from the Developer to any future transferee of any interests in the Property shall incorporate this covenant.
- 1.8. **Seller's Affidavits and Certificates:** To the extent applicable and if requested to do so by the Buyer, the Seller, at the Closing, shall deliver such affidavits (in customary form) as may be required by the Buyer or Buyer's title insurance company with respect to: (1) parties in possession of the Premises, (2) rights of third parties and title claims in or to the Premises, and (3) mechanic's and materialmen's liens affecting the Premises. All such requested affidavits and certificates shall be provided to the Seller at least five (5) business days in advance of the closing.
- 1.9. **Deed Preparation; Recording Fees:** The Seller shall convey the Premises by Quitclaim Deed with statutory covenants. The Seller shall prepare all deeds at its expense. The form and content of each deed shall be reasonably satisfactory to the Buyer. The Seller shall deliver the draft deed(s) to the Buyer as soon after the execution of this Agreement as possible. The Buyer shall review the deed(s) within forty five (45) days of

receipt from the Seller and provide comments to the Seller. The Seller shall address the comments and respond in a timely manner and revise the Quitclaim Deed no later than ten (10) business days prior to the Closing.

- 1.10. **Transfer Taxes and Recording Fees:** The Parties shall pay their respective shares of normal and customary recording fees and transfer taxes customarily associated with real estate transactions. The parties acknowledge that the Seller is exempt from the Real Estate Transfer Tax pursuant to RSA 78-B:2, I. To the extent the Buyer is not exempt from the real estate transfer tax; the Buyer hereby agrees to pay its respective half of the transfer tax in the customary fashion.
- 1.11. **Discharge of Liens:** The Seller shall, at its expense, pay or discharge all liens, mechanics liens, encumbrances, and attachments, if any (the "Liens"), which may exist on the Premises through the date of Closing or filed after recording of the deed transferring the Premises to the Buyer due to an action by the Seller prior to recording of the deed, except those which the parties agree will not be discharged in accordance with Section 1.7 above. To enable the Seller to make conveyance as herein provided, the Seller may, at the time of delivery of the deed, use the Purchase Price or any portion thereof to clear the title or any or all encumbrances or interests, provided that all instruments so procured are recorded simultaneously with the delivery of said deed. The Seller shall also be entitled to use the proceeds to pay off any mortgagee, pursuant to standard customary practices for real estate transactions and conveyances, and receive therefrom a discharge(s) to be recorded in the ordinary course of business.

In the event that the Seller is unable or otherwise unwilling to pay or discharge all liens, mechanics liens, encumbrance and attachments which exist before the date of Closing, the Buyer, at its sole option, may proceed with any of the following options:

- 1.11.1. Afford the Seller any additional amount of time which the Buyer solely deems reasonable to cure said Liens; or,
- 1.11.2. Terminate this Agreement, in which case the Buyer shall be entitled to the return of the Deposit (if any), following which this Agreement shall be null and void, and of no further force or effect; or,
- 1.11.3. The Parties may renegotiate the Purchase Price to appropriately account for said Liens and then proceed to Closing.

- 1.12. **Title:** Upon execution of this Agreement by the Parties, the Buyer shall perform a title examination of the Premises, and must be reasonably satisfied that title to the Premises is good, marketable and insurable, and not otherwise subject to any Liens, encumbrances, covenants or other restrictions which would prevent the Buyer from using the Premises for the Buyer's Project ("Title Defects"). In the event that the title to the Premises is not good, marketable and insurable, or is otherwise subject to otherwise subject to any Title Defects, the Seller shall be provided a reasonable period of time, no less than forty-five (45) days, within which to resolve such title defects. In the event that the Seller is unable or otherwise unwilling to provide good, marketable and insurable title, or to remove the Title Defects within forty-five (45) day period, the Buyer, at its sole option, may proceed with any of the following options:
- 1.12.1. Afford the Seller any additional amount of time which the Buyer solely deems reasonable to cure said title defects; or,
  - 1.12.2. Terminate this Agreement, in which case the Buyer shall be entitled to the return of the Deposit (if any), following which this Agreement shall be null and void, and of no further force or effect; or,
  - 1.12.3. The Parties may renegotiate the Purchase Price to appropriately account for the condition of title to the Premises, and then proceed to Closing.
- 1.13. **Prorating of Property Taxes and Utility Costs:** At the time of recording of the Deed, the Seller shall be required to pay all property taxes and utilities (as applicable) for the Premises through the date of Closing.
- 1.14. **Delivery of Premises, Removal of Tenants, Property to be Retained by Seller.** The Seller shall deliver possession of the Premises to the Buyer in its "AS IS, WHERE IS" condition, free and clear of all tenants and third parties.
- 1.15. **Title Insurance:** If applicable and in accordance with Section 1.8, the Seller shall execute all customary documents required by the Buyer's Title Insurance Company.
- 1.16. **Real Estate Broker's Fees & Commissions:** The Parties hereby confirm that neither party is represented by a real estate broker for this transaction. To the extent either party may come to be represented by a real estate broker, said party shall be solely responsible for paying its broker any fees or commissions owed resulting from this transaction. Any claims for a brokerage fee, agent's commission or other compensation shall be handled and paid by the party whose actions or alleged

commitments form the basis for such claim. Each party shall indemnify and hold harmless the other party from all claims of any person claiming a brokerage fee, agent's commission or other compensation, by, through or under the indemnifying party.

1.17. **Environmental Contamination, Due Diligence, and Indemnification:**

1.17.1. **Environmental Reports Commissioned by the Seller:**

The Seller shall provide the Buyer, at no cost to Buyer, with copies of environmental studies, assessments, or reports which it has in its possession, if any.

The Buyer acknowledges and agrees that it may not rely upon the representations, certifications, and statements contained therein without the express written consent of the parties who authored such reports or generated said data. Further, the Buyer acknowledges that the provision of such materials by the Seller does not constitute any representation or warranty by the Seller related to environmental conditions or potential presence of hazardous materials at the Premises.

1.17.2. **Due Diligence:** The Buyer shall have the right to conduct such studies and investigations it deems necessary with respect to the environmental condition of the Premises and any environmental contamination or hazardous material related thereto.

The Seller shall provide the Buyer (or its agents, employees, consultants, contractors, and representatives) reasonable access to the Premises for the purpose of carrying out any environmental investigations or other due diligence required by the Buyer. In order to complete such examinations or investigations, the Buyer may undertake soil borings, test pits, or installation of groundwater monitoring wells. The Buyer shall perform these tasks at its own risk and at its own expense. The Buyer accepts full responsibility for the use of the Premises during its inspections and due diligence, and acknowledges that such access is subject to the indemnity provisions of Section 1.5.

1.17.3. **Results of Environmental Due Diligence:** If based upon examination of data and reports provided by the Seller or upon the results of the Buyer's own environmental tests, examinations, investigations, or studies, the Buyer determines that the Premises are not acceptable because of

the presence of environmental contamination, hazardous materials, or other buried materials at the Premises, the Buyer shall have the following options, as follows:

- 1.17.3.1. Terminate this Agreement in which case the Seller shall return the Buyer's deposit in full, following which this Agreement shall be null and void, and of no further force or effect; or,
- 1.17.3.2. Accept the Premises in its "as is condition" and proceed to Closing, subject to other contingencies as set forth within this Agreement.

1.17.4. **Completion of Transaction and Environmental Conditions:** If the Buyer proceeds to Closing, either relying upon environmental due diligence, tests, studies, or investigations completed by the Buyer or previously by the Seller (after having obtained consent from the authors of such investigations to entitle Buyer to rely on such investigations), the Buyer shall accept full responsibility for the Premises in its "as is, where is" environmental condition with respect to the potential presence of hazardous waste or other buried materials regardless whether such waste or other materials were identified by said due diligence, tests, studies, or investigations.

1.18. **Seller's Disclosures:** The Seller makes no warranties or representations regarding environmental contamination or sub-surface conditions at the Premises. Notwithstanding the foregoing, the Seller has no actual knowledge of any environmental contamination conditions at the Premises. The Seller is aware of a foundation and other sub-surface improvements at the property related to a former municipal water tower, which previously occupied the Premises.

1.19. **Casualty and Condemnation:** In the event that the Premises, prior to Closing, are damaged by fire, flood, collapse, or other casualty, or is subject to an eminent domain proceeding, the Buyer at any time after the occurrence of such damage or casualty may elect to terminate this Agreement by written notice, in which event all other obligations of the Parties hereunder shall cease, any Deposit shall be returned to the Buyer, and this Agreement shall thereupon be void and of no further force or effect.

In the event of partial eminent domain (leaving suitable residual Premises area for the Buyer's intended use of the Premises), the Buyer may choose

to proceed with the acquisition and redesign of its intended use of the Premises to accommodate the portion of Premises taken and the Parties shall negotiate an extension of timing requirements for Closing. Further, the Parties shall agree to reduce the Purchase Price in an amount directly proportionate to the total lot area seized by said taking.

The City warrants and represents to the Seller that the City has no plans to take all or any portion of the Premises by eminent domain and is unaware of plans by any other entity to do so.

2. **BUYER'S CONTINGENCIES:** The Buyer's obligation to close on acquisition of the Premises shall be subject to the following contingencies, the failure to satisfy any one of which shall give the Buyer any of the options set forth below and, in addition, the right to withdraw from this Agreement, after which the Buyer shall have no further obligation to the Buyer.

2.1. **Acquisition of Adjacent Properties Located at #95 and #97 Village Street.** The Buyer's obligation to proceed to Closing shall be specifically contingent upon the Buyer successfully acquiring two adjacent properties known as #95 Village Street (Tax Map 143P, Lot 29) and #97 Village Street (Tax Map 143P, Lot 30) upon such terms and conditions acceptable to the Penacook Community Center in its sole discretion, for Buyer's Project. If the Buyer fails to secure ownership of said properties prior to the Closing, the Buyer may elect to terminate this Agreement.

2.2. **Due Diligence.** The Buyer shall have until the ninetieth (90<sup>th</sup>) day after the execution of this Agreement by all parties (such period being referred to herein as the "Due Diligence Period") to complete any and all tests, studies, surveys, and research, at its sole cost and expense, as the Buyer deems necessary or appropriate, including, but not limited to, real estate title reviews, surveys, building and property inspections, flood zone reviews and certifications, site assessments, a review of all applicable governmental regulations and ordinances, economic and financial feasibility studies, engineering studies, parking and traffic flow studies, a review of the adequacy and availability of water and sewage disposal and utilities available to and/or required for the use of the Premises. The Seller agrees to cooperate with the Buyer in connection with the Buyer's pursuit of its due diligence activities by providing the following to the extent the Seller has possession of the following information: traffic studies for the last ten years, metes and bounds survey information, existing topographical and utility data that is not already publicly available on the City's GIS system, and other studies in its possession upon request by the Buyer. Such documents shall be provided within twenty (20) days of the request.



- 2.3. **Development Approvals and Permits:** This Agreement is specifically contingent upon the Buyer, at its sole cost and expense, obtaining any and all required development approvals and permits from applicable governmental agencies, upon such terms and conditions as are satisfactory to the Buyer in its reasonable discretion, for the Buyer's Project. If the Buyer is unable to secure said approvals and permits prior to the Closing, the Buyer may elect to terminate this Agreement.
- 2.4. **Buyer's Financing:** This Agreement is specifically contingent upon the Buyer obtaining financing in sufficient amounts at such rates and terms as are satisfactory to the Buyer, in its sole discretion, for the development of the Buyer's Project, including property acquisition, design and development permitting, construction, fixtures / furnishings / and equipment, and working capital. The Buyer shall provide proof, in writing, of a preliminary commitment for such financing arrangements as soon as is reasonably practicable. If the Buyer is not able to obtain an acceptable financing package for the development of the Buyer's Project as set forth in this Section prior to the Closing, the Buyer may elect to terminate this Agreement.
3. **SELLER'S CONTINGENCIES:** The Seller's obligation to close on acquisition of the Premises shall be subject to the following contingencies, the failure to satisfy any one of which shall give the Seller any of the options set forth below and, in addition, the right to withdraw from this Agreement, after which the Seller shall have no further obligation to the Buyer.
- 3.1. **Acquisition of Adjacent Properties Located at #95 and #97 Village Street.** The Seller's obligation to proceed to Closing shall be specifically contingent upon the Buyer successfully acquiring two adjacent properties known as #95 Village Street (Tax Map 143P, Lot 29) and #97 Village Street (Tax Map 143P, Lot 30) upon such terms and conditions acceptable to the Buyer in its sole discretion, for Buyer's Project. If the Buyer fails to secure ownership of said properties prior to the Closing, the Seller may elect to terminate this Agreement.
- 3.2. **Buyer's Financing:** This Agreement is specifically contingent upon the Buyer obtaining financing in sufficient amounts at such rates and terms as are satisfactory to the Buyer, in its sole discretion, for the development of the Buyer's Project, including property acquisition, design and development permitting, construction, fixtures / furnishings / and equipment, and working capital. The Buyer shall provide proof, in writing, of a preliminary commitment for such financing arrangements as soon as is reasonably practicable. If the Buyer is not able to obtain an acceptable financing package for the development of the Buyer's Project as set forth in this Section prior to the Closing, the Seller may elect to terminate this Agreement.

3.3. **Development Approvals and Permits:** This Agreement is specifically contingent upon the Buyer, at its sole cost and expense, obtaining any and all required development approvals and permits from applicable governmental agencies, upon such terms and conditions as are satisfactory to the Buyer in its reasonable discretion, for the Buyer's Project. If the Buyer is unable to secure said approvals and permits prior to the Closing, the Seller may elect to terminate this Agreement.

3.4. **Taxability of Properties to be Divested by Penacook Community Center Located on High Street and Community Drive:** This Agreement is specifically contingent upon the Buyer providing the City with deed restrictions or covenants, for the benefit of the City, which shall require that, in the event any or all properties (or a portion thereof) owned by the Buyer located at 83 High Street (City Assessor's Parcel P-1424-38), 87 High Street (City Assessor's Parcel #P-1424-39), 76 Community Drive (City Assessor's Parcel #P-1424P-40), or "no address" Community Drive (City Assessor's Parcel #P-1424-41)(collectively the "Buyer's Existing Properties") are leased or sold to another entity other than the Buyer that would cause any of the Buyer's Existing Properties to be exempt from the payment of real estate taxes ("Exempt Owner" or "Exempt Lessee"), said Exempt Owner(s) or Lessee(s) shall be obligated to enter into an agreement for Payments In Lieu of Taxes ("PILOT") with the City of Concord. Pursuant to the PILOT, the Exempt Owner or Lessee shall agree to make payments to the City in an amount equal to all State, County, Municipal and School District property taxes that would otherwise be payable with respect to the respective property interest. Each deed or other transfer document from the Buyer to any future transferee of any interests in any of the Buyer's Existing Properties shall incorporate this covenant.

#### 4. **REPRESENTATIONS AND WARRANTIES**

4.1. **Representations and Warranties of the Seller.** The Seller hereby represents and warrants to the best of its knowledge and belief that:

4.1.1. The execution and delivery of this Agreement and the performance of the Seller's obligations hereunder have been duly authorized by such municipal action as necessary, and this Agreement constitutes the legal, valid and binding agreement of the City, enforceable against the City in accordance with its terms subject only to the conditions set out in this Agreement.

4.1.2. Subject to the conditions set out in this Agreement, neither the execution or delivery by the City of this Agreement, the performance by the City of its obligations in connection with the transactions contemplated hereby, nor the fulfillment by the City of the terms or

conditions hereof conflicts with, violates or results in a breach of any constitution, law or governmental regulation applicable to the City, or conflicts with, violates or results in a breach of any term or condition of any judgment or decree, or any agreement or instrument, to which the City is a party or by which the City or any of its properties or assets are bound, or constitutes a default there under.

4.1.3. Except as set forth in this Agreement, no approval, authorization, order or consent of, or declaration, registration or filing with, any federal, state or local authority (a "Governmental Authority") is required for the valid execution and delivery of this Agreement by the City, except such as have been duly obtained or made or disclosed in this Agreement.

4.1.4. There is no action, suit or proceeding, at law or in equity, or official investigation before or by any court or Governmental Authority, pending or threatened against the City, wherein an unfavorable decision, ruling or finding would materially adversely affect the performance by the City of its obligations hereunder or the performance by the City of its obligations under the transactions contemplated hereby, or which, in any way, questions or may adversely materially affect the validity or enforceability of this Agreement, or any other agreement or instrument entered into by the City in connection with the transactions contemplated hereby.

4.2. **Representations and Warranties of the Buyer.** The Buyer hereby represents and warrants to the best of its knowledge and belief that:

4.2.1. The Buyer has the power and authority to execute, deliver and carry out the terms and provisions of this Agreement and all necessary action has been taken to authorize the execution, delivery and performance by it of this Agreement. This Agreement will, upon execution and delivery thereof by the Buyer, constitute valid, legal and binding obligations of the Buyer enforceable against the Buyer in accordance with the respective terms thereof.

4.2.2. Neither the execution or delivery by the Buyer of this Agreement, the performance by the Buyer of their obligations in connection with the transactions contemplated hereby, nor the fulfillment by the Buyer of the terms or conditions hereof conflicts with, violates or results in a breach of any constitution, law or governmental regulation applicable to the Buyer, or conflicts with, violates or result in a breach of any term or condition of any judgment or decree, or any agreement or instrument, to which the Buyer are a party or by which the Buyer or any of its properties or assets are bound, or constitutes a default there under.

- 4.2.3. No approval, authorization, order or consent of, or declaration, registration or filing with, any Governmental Authority is required for the valid execution and delivery of this Agreement by the Buyer, except such as have been duly obtained or made.
- 4.2.4. There is no action, suit or proceeding, at law or in equity, or official investigation before or by any court or Governmental Authority, pending or threatened against the Buyer, its principal(s), affiliate(s), or entities controlled by its principal(s), wherein an unfavorable decision, ruling or finding would materially adversely affect the performance by the Buyer of their obligations hereunder or the performance by the Buyer of its obligations under the transactions contemplated hereby, or which, in any way, questions or may adversely materially affect the validity or enforceability of this Agreement or any other agreement or instrument entered into by the Buyer in connection with the transactions contemplated hereby.

## **5. GENERAL PROVISIONS**

- 5.1. **Cooperation:** The Buyer and the Seller agree to cooperate with each other in order to achieve the purposes of this Agreement and, in connection therewith, to take such further actions and to execute such further documents as may reasonably be requested by the Seller, the Buyer, or their representatives, agents, and consultants.
- 5.2. **Entire Agreement; Amendments.** This Agreement embodies the entire agreement and understanding between the Parties hereto relating to the subject matter herein and supersedes all prior agreements and understandings between the Parties. This Agreement may not be changed, modified, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the Parties hereto or by the Party against which enforcement is sought. Any change, modification or amendment, which requires the consent or approval of a Governmental Authority, shall be effective only upon receipt of such approval.
- 5.3. **Binding Effect; Successors and Assignors.** The terms and provisions of this Agreement and the respective rights and obligations of the Parties hereunder shall be binding upon, and inure to the benefit of, their respective heirs, successors, assignors, and nominees.
- 5.4. **Headings.** The headings to the sections and subsections of this Agreement have been inserted for convenience of reference only and shall not modify, define, limit or expand the express provisions of this Agreement.

- 5.5. **Exhibits.** All exhibits referred to in this Agreement are hereby incorporated by reference and expressly made a part hereof.
- 5.6. **Governing Law.** This Agreement shall in all respects be governed by, and construed and enforced in accordance with, the laws of the State of New Hampshire.
- 5.7. **Enforceability.** Any provision of this Agreement that is determined to be illegal or unenforceable by a court of competent jurisdiction, shall be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof; and the Parties agree to negotiate in good faith to amend the Agreement to provide for each party to the Agreement the same relative rights and obligations existing prior to such determination of illegality or unenforceability.
- 5.8. **Consent to Jurisdiction and Venue.** The Buyer and Seller submit to the jurisdiction of the courts of the State of New Hampshire and the courts from which an appeal from such trial venue may be taken or other relief may be sought for purposes of any action or proceeding arising out of this Agreement or any related agreement. All legal actions taken by the Parties shall be commenced in Merrimack County New Hampshire Superior Court. Both Parties hereby waive their right to a jury trial.
- 5.9. **Independent Parties.** The Buyer and Seller are independent parties under this Agreement, and nothing in this Agreement shall be deemed or construed for any purpose to establish between any of them or among them a relationship of principal and agent, employment, partnership, joint venture, or any other relationship other than independent parties.
- 5.10. **Survival of Agreement.** The agreements, covenants, indemnities, representations and warranties contained herein shall survive the execution and delivery of this Agreement and Closing.
- 5.11. **Waivers.** Failure on the part of any Party to complain of any action or non-action on the part of the other Party, no matter how long the same may continue, shall not be deemed to be a waiver of any such Party's rights hereunder. No waiver at any time of any provision hereof by any Party shall be construed as a waiver of any other provision hereof or a waiver at any subsequent time of the same provision.
- 5.12. **No Rights Conferred Upon Others.** Except as expressly set out herein, nothing in this Agreement shall be construed as giving any individual, corporation, limited liability company, partnership, joint venture, association, joint stock company, trust, unincorporated organization or government, other than the Parties hereto, their successors and permitted

assigns, any right, remedy or claim under or in respect of this Agreement or any provision hereof.

- 5.13. **Preservation of Rights.** Nothing herein or in any related agreement shall limit or be construed to limit in any way rights or remedies the City may have for the collection of real property taxes under law, unless expressly set forth herein.
- 5.14. **Time of the Essence.** The Parties agree that time is of the essence in performance of their respective obligations under this Agreement.
- 5.15. **Good Faith and Fair Dealing.** Unless expressly stated otherwise in this Agreement, whenever a party's consent or approval is required under this Agreement, or whenever a party shall have the right to give an instruction or request another party to act or to refrain from acting under this Agreement, or whenever a party must act or perform before another party may act or perform under this Agreement, such consent, approval, or instruction, request, act or performance shall be reasonably made or done, or shall not be unreasonably withheld, delayed, or conditioned, as the case may be.
- 5.16. **Municipal Approvals.** This Agreement is specifically contingent upon the City Council conducting a public hearing and (1) authorizing the City Manager to proceed with Closing upon satisfaction of contingencies set forth within this Agreement and (2) appropriating funding for the completion of this transaction (if so required). In the event the City Council does not authorize the City Manager to proceed to Closing, or fails to appropriate any necessary funds to complete this transaction, this Agreement shall be null and void, with no further force or effect. The execution of this Agreement does not preempt or supersede the review process or powers of any City or other governmental Board, Committee, Commission, or Department, or excuse the parties from the requirement to apply for and receive all necessary permits and approvals from all applicable City or other governmental Boards, Committees, Commissions, or Departments.
- 5.17. **Warranties and Representations:** The Buyer and Seller each acknowledge that they have not been influenced to enter into this transaction or relied upon any warranties or representations not specifically set forth or incorporated into this Agreement.
- 5.18. **Saving Clause:** In the event that any of the terms or provisions of this Agreement are declared invalid or unenforceable by any court of competent jurisdiction or any Federal or State Government Agency having jurisdiction over the subject matter of this Agreement, the remaining terms

and provisions that are not effected thereby shall remain in full force and effect.

- 5.19 **Default by Buyer.** If the Buyer shall fail to fulfill its obligations hereunder, then the Seller shall have the right to terminate this Agreement and retain the Deposit, if any, as the Seller's exclusive remedy, whereupon neither party shall have any further rights against the other under this Agreement.
- 5.20 **Default by Seller.** If the Seller shall fail to fulfill its obligations hereunder, then the Buyer shall have the option to (a) waive the default and proceed to Closing; or (b) give notice that it is terminating this Agreement, and neither party shall have any further rights against the other under this Agreement; or (c) pursue its rights at law and in equity to address any such breach, including, but not limited to, the remedy of specific performance.

**[The remainder of this page left blank intentionally]**

### **LIST OF EXHIBITS**

- Exhibit 1      Plan titled "Village Street Properties" prepared by the H.L. Turner Group, Inc., dated January 28, 2015,
- Exhibit 2      Book 540 Page 517, as recorded at the Merrimack County Registry of Deeds.
- Exhibit 3      City of Concord Assessing Card for Premises

**[The remainder of this page left blank intentionally]**



Executed as a sealed instrument this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**SELLER**

**CITY OF CONCORD**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Thomas J. Aspell, Jr., City Manager  
Duly Authorized

**STATE OF NEW HAMPSHIRE  
COUNTY OF MERRIMACK**

In \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 2015, before me, personally appeared **THOMAS J. ASPELL, JR.**, known to me or proved to be the person named in and who executed the foregoing instrument, and being first duly sworn, such person acknowledged that he executed said instrument for the purposes therein contained as his free and voluntary act and deed.

\_\_\_\_\_  
Justice of the Peace/Notary Public

**BUYER**

**PENACOOK COMMUNITY CENTER, INC.**

By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Duly Authorized

**STATE OF NEW HAMPSHIRE  
COUNTY OF MERRIMACK**

In \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 2015, before me, personally appeared \_\_\_\_\_, known to me or proved to be the person named in and who executed the foregoing instrument, and being first duly sworn, such person acknowledged that he executed said instrument for the purposes therein contained as his free and voluntary act and deed.

\_\_\_\_\_  
Justice of the Peace/Notary Public

## Know all Men by these Presents:

That I, Henry M. Barney, of Concord, in the County of Merrimack, State of New Hampshire,  
for and in consideration of the sum of One Dollar and other valuable consideration  
to me in hand, before the delivery hereof, well and truly paid by  
City of Concord, in the County of Merrimack, State of New Hampshire, a municipal corporation

the receipt whereof I do hereby acknowledge have - - - granted, bargained and sold, and  
by these presents do give, grant, bargain, sell, alien, enfeof, convey and confirm unto the  
said City of Concord, and its  
successors heirs and assigns forever,

A certain lot or tract of land situated in the Village of Penacook, in  
the City of Concord, County of Merrimack, State of New Hampshire, bounded and  
described as follows, to wit:

Beginning at a stone bound at the southeasterly corner of the Catholic  
Cemetery on the west line of South Main Street; thence S. 87° 30' W. by the  
southerly line of the Catholic Cemetery, a distance of 592.0' more or less  
to a stone bound at land of Henry M. Barney; thence S. 8° 30' E. by land of  
Henry M. Barney, a distance of 255.2' more or less to a stone bound at land  
of Ray H. Williams; thence N. 87° 30' E. by land of Ray H. Williams a dis-  
tance of 325.5' more or less to a stone bound at land of H. M. Barney;  
thence N. 2° 30' W. through land of Henry M. Barney a distance of 236.2'  
more or less to a stone bound; thence N. 87° 30' E. through land of Henry  
M. Barney, a distance of 275.1' more or less to a stone bound on the westerly  
line of South Main Street; thence N. 30° 15' W. by the westerly line of  
South Main Street, a distance of 22.6' to point of beginning.

The above described tract being a portion of the same property conveyed  
to the within Grantor, Henry M. Barney by deed of Ethel M. Dudley, Adm. Est.  
of Roderick J. McNeill, dated May 6; 1927 and recorded in Merrimack County  
Registry of Deeds, Book 486 Page 615. For chain of prior title see also said  
Records, Book 447, Page 339.

One Dollar Revenue Stamp  
affixed and cancelled.

TO HAVE AND TO HOLD the said granted premises, with all the privileges and appurtenances to  
the same belonging, to it the said Grantee and its successors  
and heirs and assigns, to it and their only proper use and benefit forever.  
And I the said Grantor  
and my heirs, executors and administrators, do hereby covenant, grant and agree, to and  
with the said Grantee and its successors  
and heirs and assigns, that until the delivery hereof, I am the lawful owner of  
the said premises and am seized and possessed thereof in my own right in fee simple;  
and have full power and lawful authority to grant and convey the same in manner aforesaid; that  
the --- premises are free and clear from all and every incumbrances whatsoever;  
and that I and  
my heirs, executors and administrators shall and will warrant and defend the same to the  
said Grantee  
and its  
heirs and assigns against the lawful claims and demands of any person or persons whomsoever.

And I, Gertrude B. Barney wife husband of the said Henry M. Barney  
said, do hereby relinquish my right of dower courtesy in the before mentioned premises.

And we and each of us do hereby release all rights of HOMESTEAD, secured to us, or either  
of us, by Chapter 214 of the Public Laws of New Hampshire, or any other statute of said State.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this 4th  
day of November in the year of our Lord 1935.  
Signed, sealed and delivered  
in presence of us:

Ralph H. Sherburne

Henry M. Barney (L. S.)

Gertrude B. Barney (L. S.)

STATE OF NEW HAMPSHIRE, Merrimack ss Concord, Nov. 4, A. D. 1935.  
Personally appeared the above named Henry M. Barney and Gertrude B. Barney

and acknowledged the foregoing instrument to be their voluntary act and deed.

Before me:

Received Nov. 25, 1935, 3 H. OOM. P. M.

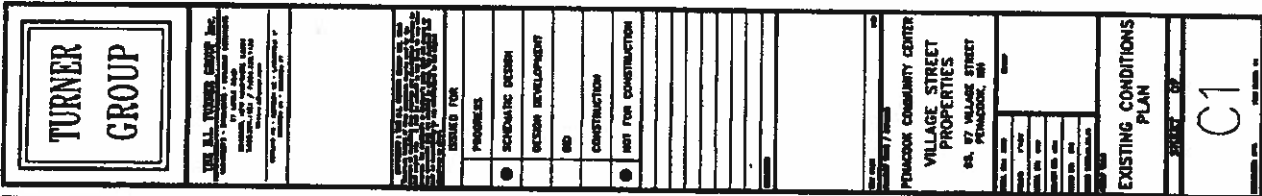
Ralph H. Sherburne Justice of the Peace,  
Notary Public (L. S.)

Recorded and examined. Attest.

Katherine A. Crowley Register.

517





C

1

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C

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9

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11

C



Property Location: VILLAGE ST

Parcel ID: 13274

Account #

MAP ID: 143/P 31/11

Bldg Name:

State Use: 9030

Print Date: 02/19/2015 12:31

Sec #: 1 of 1 Card 1 of 1

CONSTRUCTION DETAIL		CONSTRUCTION DETAIL (CONTINUED)	
Element	Cl	Ch	Description

Model	00		Vacant
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MIXED-USE		Percentage	
Code	Description		
9030	MUNICIPAL MDL-00		100

CONSTRUCTION VALUATION	
Adj. Base Rate:	0.00
Net Other Adj:	0.00
Replace Cost	0.00
AYB	0.00
BYB	0.00
Dep Code	0.00
Remodel Rating	0.00
Year Remodeled	0.00
Dep %	0.00
Functional Obsoles	0.00
External Obsoles	0.00
Cost Trend Factor	0.00
Condition	98
% Complete	0.00
Overall % Cond	0.00
Apprais Val	0.00
Dep % Ovr	0.00
Dep Ovr Comment	0.00
Misc Imp Ovr	0.00
Misc Imp Ovr Comment	0.00
Cost to Cure Ovr	0.00
Cost to Cure Ovr Comment	0.00

OF-OUTBUILDING & YARD ITEMS		BUILDING EXTERIOR FEATURES	
Code	Description	Sub	Unit Price
		Yr	Grd
		Do	Rt
		Ord	Per Value

BUILDING SUB-AREA SUMMARY SECTION	
Code	Description
	Living Area
	Gross Area
	Net Area
	Unit Cost
	Underscore Value



# CITY OF CONCORD

4-12  
5-29(D)  
5-34

*In the year of our Lord two thousand and fifteen*

**RESOLUTION**      ACCEPTING AND APPROPRIATING THE SUM OF THIRTY-SIX THOUSAND TWO HUNDRED SEVENTY-FOUR DOLLARS AND FIFTY-SEVEN CENTS (\$36,274.57) FROM PRIMEX INSURANCE REIMBURSEMENT AND TRANSFERRING THE SUM OF THIRTY-SIX THOUSAND TWO HUNDRED SEVENTY-FOUR DOLLARS AND FIFTY-SEVEN CENTS (\$36,274.57) TO THE CAPITAL RESERVE TRUST ACCOUNT FOR BUILDING IMPROVEMENTS

Page 1 of 2

*The City of Concord resolves as follows:*

- WHEREAS,**            in June 2014, a fire at the Recreation Department storage building at White Park caused considerable damage; and
- WHEREAS,**            based on the other potential building projects in the Recreation Department it was decided not to rebuild at the same site at this time; and
- WHEREAS,**            a new storage facility will be one of the items considered by the Recreation Policy Advisory Committee planning process in the Fall of 2015; and
- WHEREAS,**            the Recreation Department does not recommend rebuilding the damaged building at the same site at this time; and
- WHEREAS,**            Primex reimbursed the City \$36,274.57 in October 2014 for damages; and
- WHEREAS,**            these funds can be reserved in the Building Improvement Capital Reserve Trust until needed; and
- WHEREAS,**            this appropriation is for a purpose not included in the FY 2015 adopted budget, therefore, section 37 of the City Charter requires a two-thirds vote of the City Council;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Concord that:

1.    The sum of .....\$36,274.57  
      be and is hereby appropriated as follows:

General Fund-Finance Department

Transfer to Trust .....\$36,274.57

2.    Said revenue shall be available as follows:

# CITY OF CONCORD

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*In the year of our Lord two thousand and fifteen*

**RESOLUTION**      ACCEPTING AND APPROPRIATING THE SUM OF THIRTY-SIX THOUSAND TWO HUNDRED SEVENTY-FOUR DOLLARS AND FIFTY-SEVEN CENTS (\$36,274.57) FROM PRIMEX INSURANCE REIMBURSEMENT AND TRANSFERRING THE SUM OF THIRTY-SIX THOUSAND TWO HUNDRED SEVENTY-FOUR DOLLARS AND FIFTY-SEVEN CENTS (\$36,274.57) TO THE CAPITAL RESERVE TRUST ACCOUNT FOR BUILDING IMPROVEMENTS

Page 2 of 2

General Fund-Recreation Department

Miscellaneous Revenue (from Primex) .....\$36,274.57

3.      Sums as appropriated shall be expended under the direction of the City Manager.
4.      This resolution shall take effect upon its passage.



# CITY OF CONCORD

12A

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Brian G. LeBrun, Deputy City Manager - Finance  
**DATE:** March 25, 2015  
**SUBJECT:** Insurance Reimbursement for Storage Building Fire at White Park

### Recommendations:

Approve the attached resolution for insurance proceeds received due to a fire at a storage building at White Park.

### Background:

In June 2014, a fire significantly damaged a Recreation Department storage building at White Park. The insurance settlement for the damage totaled \$36,274.57.

### Discussion:

The Recreation Department storage building at White Park has been used for many years to store equipment and other items to be used at White Park and other recreation operations.

After the fire damaged the storage building in June 2014, the City reviewed two options for the building:

- 1) Repair the building at the same site and make additional improvements to make the building more accessible and secure.
- 2) Reserve the insurance proceeds and consider other options for a Recreation Department storage building as part of an overall strategic assessment to be conducted by the Recreation Policy Advisory Committee (RPAC) in the fall of 2015.

The Recreation Department's recommendation was to defer the repair of building at this time and instead hold the funds in the Building Improvement trust reserve and wait for the overall review by RPAC. Once a new plan was presented and adopted, the insurance proceeds could be used to support the general plan which would include a storage needs facility.



# CITY OF CONCORD

4-13  
5-29(E)  
5-35

*In the year of our Lord two thousand and fifteen*

**RESOLUTION** APPROPRIATING THE SUM OF TWO HUNDRED THIRTY-SIX THOUSAND DOLLARS (\$236,000) FROM UNASSIGNED FUND BALANCE AND TRANSFERRING THE SUM OF ONE HUNDRED THOUSAND DOLLARS (\$100,000) FROM CONTINGENCY TO GENERAL FUND, GENERAL SERVICES SNOW AND ICE CONTROL ACCOUNTS TO SUPPORT WINTER MAINTENANCE OVER-EXPENDITURES.

Page 1 of 2

*The City of Concord resolves as follows:*

**WHEREAS,** the FY 2015 Adopted Budget provided funding for an average number of treatable snow and ice events; and

**WHEREAS,** as of March 31, 2015, the number of treatable events has exceeded expectations and depleted funds in the General Services Department's Snow and Ice Control account reflecting an over-expenditure to date of slightly more than \$336,000; and

**WHEREAS,** the FY 2015 Adopted Budget allowed \$100,000 in Contingency to help offset unexpected events, including excessive winter maintenance needs; and

**WHEREAS,** the supplemental appropriation amount of \$236,000 is for a purpose not included in the FY 2015 adopted budget, therefore, section 37 of the City Charter requires a two-thirds vote of the City Council;

**WHEREAS,** funds for the \$100,000 transfer was provided for in the Contingency account, in the Miscellaneous Section of the FY 2015 adopted budget;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Concord that:

1. The sum of .....\$ 336,000  
be and is hereby appropriated and or transferred as follows:

General Operating Fund

General Services Snow and Ice Control

Other Supplies and Equipment .....\$ 175,000

Overtime and related benefits .....\$ 161,000

Total .....\$ 336,000

# CITY OF CONCORD

---

*In the year of our Lord two thousand and fifteen*

**RESOLUTION**      APPROPRIATING THE SUM OF TWO HUNDRED THIRTY-SIX THOUSAND DOLLARS (\$236,000) FROM UNASSIGNED FUND BALANCE AND TRANSFERRING THE SUM OF ONE HUNDRED THOUSAND DOLLARS (\$100,000) FROM CONTINGENCY TO GENERAL FUND, GENERAL SERVICES SNOW AND ICE CONTROL ACCOUNTS TO SUPPORT WINTER MAINTENANCE OVER-EXPENDITURES.

Page 1 of 2

2. Funding for this resolution is available as follows:

General Operating Fund

Unassigned Fund Balance.....	\$ 236,000
Transfer from Contingency.....	\$ <u>100,000</u>
Total .....	\$ 336,000

3. Expenditure of these funds shall be under the direction of the City Manager.
4. This resolution shall take effect upon its passage.



# CITY OF CONCORD

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Brian G. LeBrun, Deputy City Manager Finance  
**DATE:** April 6, 2014  
**SUBJECT:** Snow and Ice Control Supplemental Resolution and Transfer from Contingency

### **Recommendation**

Accept this report and adopt the transfer resolution.

### **Background**

Each year presents a unique set of circumstances for winter maintenance and the management of the General Services Department's Snow and Ice Control budget. Some years, when winter storms or treatable events are light, the Department is able to manage with adopted budget constraints. Other years, when winter storms and treatable events occur more often, the budget is strained and the Department is unable to manage services within the adopted budget constraints. Not knowing which type of year will present itself when the City Council adopts the budget in June, an allocation of funds is set aside as contingency for unexpected purposes, including supporting overspending in Snow and Ice Control and Human Services Special Programs.

For FY 2015, the City allocated \$100,000 in contingency for such purposes.

### **Discussion**

As of March 31, 2015 the Snow and Ice Control budget has recorded expenditures and encumbrances of \$1,570,315 compared to a revised budget of \$1,233,910 creating an over-expenditure to date of \$336,404. More specifically, overtime is over expended by \$151,506 plus related benefits, Other Services is over-expended by \$12,415, and Other Supplies and Equipment is over-expended by \$175,507.

The attached resolution authorizes the transfer of \$100,000 from Contingency and a supplemental appropriation of \$236,000 from Unassigned Fund balance to support the difficult winter and over-expenditures. All accounts will continue to be closely monitored through the remainder of the fiscal year.





2-7

3-26(A)

4-37(A)

5-30

## CITY OF CONCORD

---

*In the two thousand fifteenth year of our Lord*

### **RESOLUTION** Authorizing Annual Appraisal of Real Estate at Market Value per RSA 75:8-b

*The City of Concord resolves as follows:*

**WHEREAS**, the legislature has in RSA 75:8-b authorized any municipality with a population over 10,000 to annually appraise real estate at market value; and

**WHEREAS**, the legislature has established in RSA 75:8-b that the governing body shall hold two public hearings regarding the annual appraisal process at least 15 days, but not more than 60 days, prior to the governing body's authorization vote; and

**WHEARAS**, the City Council recognizes that assessments are constantly changing by neighborhood, type of property, and economic forces in varying amounts and that without annual adjustments to real estate assessments these changes may result in inequitable and unfair property taxation based upon the under or over assessment of properties when compared to market value; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Concord that:

- 1.) The annual appraisal of real estate at market value pursuant to the provisions of RSA 75:8-b is hereby authorized.
- 2.) This resolution takes effect April 1, 2015.



# CITY OF CONCORD

TAA

## REPORT TO MAYOR AND THE CITY COUNCIL

**From:** Kathryn H. Temchack, Director of Real Estate Assessments

**Date:** January 15, 2015

**Subject:** Authorization of Annual Appraisal at Market Value

### Recommendation

Accept this report and set for public hearings in March and April, with a May vote, the proposed resolution authorizing the Assessing Department to proceed with valuing all real estate at market value as of April 1, 2015.

### Background

RSA 75:8-b requires municipalities with populations of over 10,000 who desire to appraise the municipality's real estate at market value, to receive authorization by a majority vote of the governing body. Prior to the governing body's vote, 2 public hearings must be held. The statute also requires the municipality to provide notification of changes to the assessed value prior to the issuance of the final tax bill. The notification may be an individual notice to the property owners, by public notice in a newspaper of general circulation, or by any other means deemed appropriate by the governing body. The City Council has voted to authorize the annual valuation of assessments since 2005.

### Discussion

Since 2004, the Assessing Office has been assessing properties annually at market value.

Valuing properties at market value ensures equitable and fair assessments to all taxpayers so that all are paying only their fair share of the tax burden. Market values are constantly changing, and do not rise or fall at the same level for each city neighborhood (the Heights vs. Penacook vs. the South End), or type of property (residential vs. commercial vs. condominiums), the appropriate adjustments need to be made each year to the property assessments to maintain them at market value.



# CITY OF CONCORD

## REPORT TO THE MAYOR AND CITY COUNCIL

**FROM:** Councilor Amanda Grady Sexton, Chair, Public Safety Board

**DATE:** April 27, 2015

**SUBJECT:** Report from the Public Safety Board on a Referral from the City Council on a Proposed Ordinance Amending the Code of Ordinances, Chapter 1, General Code; Chapter 14, Morals and Conduct, Use of Permissible Fireworks

### Recommendation

Accept this report from the Public Safety Board.

### Background

The City Council received a proposed ordinance and a report from the City Solicitor in response to a communication from Councilor Matson regarding the use of high powered fireworks in the City of Concord.

On April 13, 2015, the City Council referred this matter to the Public Safety Board.

On April 27, 2015, the Public Safety Board met and heard testimony from the following individuals on this matter: Ms. Barbara Bell, a resident of the City of Concord; Deputy City Solicitor Danielle Pacik; Police Chief Brad Osgood; Mr. Chris Wyman of the New Hampshire Division of Fire Safety; and Fire Chief Daniel Andrus.

The Board discussed existing state law and ordinances and reviewed information on practices with regard to fireworks in other New Hampshire communities. The Board discussed the ability of the Police Department to regulate certain conduct involving the use of fireworks under the state statute on disorderly conduct set forth in RSA 644:2, as well as the City's noise ordinance set forth in Section 13-6-1 of the City of Concord Code of Ordinances. The Board also discussed the use of bicycle patrol officers to monitor the locations in which complaints have been received.

The Board voted unanimously to recommend that the City Council vote against the proposed ordinance, which would have restricted the hours in which permissible fireworks are allowed to be displayed. The Board did establish a subcommittee including Board members and the Police and Fire Chiefs to review whether permits would offer a solution to some of the issues identified during the testimony.



4-37(E)  
4-41  
5-36

# CITY OF CONCORD

*In the year of our Lord two thousand and fifteen*

**AN ORDINANCE** amending the CODE OF ORDINANCES, Title I, General Code; Chapter 14, Morals and Conduct, to include the following Section.

**The City of Concord ordains as follows:**

**SECTION I:** Amend the CODE OF ORDINANCES, Title I, General Code; Chapter 14, Morals and Conduct, by adding a new Article 14-6, entitled Use of Consumer/Permissible Fireworks as follows:

## **Article 14-6 Use of Consumer/Permissible Fireworks**

### **14-6-1 Authority**

This article is enacted under the authority of RSA 160-C:6, which grants authority to municipalities to regulate consumer/permissible fireworks.

### **14-6-2 Definitions**

The words used within this ordinance shall have the same meanings as those defined in RSA 160-C:1, if any, whether as currently enacted or later amended.

### **14-6-3 Discharge of Fireworks - Hours**

Any person wishing to display or use consumer/permissible fireworks may do so without the need for a municipal license or permit, but any such use shall be prohibited between the hours of 11:00 p.m. and 10:00 a.m. of each day.

### **14-6-4 Violations and Penalties**

A person found in violation of this Article shall be guilty of a violation and shall be subject to the penalty outlined in Schedule II of Article 1-5, Fines and Penalties, of the Code of Ordinances. The fine for a violation of this Article shall be a maximum of \$500.00.

**SECTION II:** Amend the CODE OF ORDINANCES, Title I, General Code; Chapter 1, Government Organization; Article 1-5, Fees, Fines, and Penalties; Schedule II by adding a new penalty under Chapter 14, Morals and Conduct, Section 14-6-4, Violations and Penalties, as follows:

Section 14-6-3, Discharge of Fireworks - Hours

Section 14-6-4, Violations and Penalties

Fine not to exceed.....500.00

**SECTION III:** This Ordinance shall take effect upon its passage.



# CITY OF CONCORD

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** James W. Kennedy, City Solicitor  
**DATE:** February 20, 2015  
**SUBJECT:** Consumer/Permissible Fireworks Ordinance

### Recommendation:

Accept this report and set the attached ordinance amending the following ordinances for a public hearing on April 13, 2015:

- 1) Amending the Code of Ordinances, Title I, General Code; Chapter 14, Morals and Conduct, by adding a new Article 14-6, entitled Use of Consumer/Permissible Fireworks; and
- 2) Amending the Code of Ordinances, Title I, General Code; Chapter 1, Government Organization; Article 1-5, Fees, Fines, and Penalties; Schedule II by adding a penalty for violations of Article 14-6

On August 19, 2014, pursuant to a referral from the City Council regarding complaints for fireworks being discharged in the City, the Council requested a report regarding whether the City should adopt an ordinance regulating the use of fireworks. This request was sent to the Legal Department, Police Department, Community Development and Code Administration.

### Discussion

New Hampshire statute RSA chapter 160-B regulates the use and sale of all commercial fireworks. RSA chapter 160-C regulates the use and sale of consumer fireworks also referred to as "permissible fireworks."

To the extent that a municipality endeavors to regulate the sale of fireworks, it may only regulate the sale of consumer/permissible fireworks, and not the sale of commercial fireworks in a municipality. See RSA 160-C:6. The sale of commercial fireworks is regulated by the State of New Hampshire. Under State law, it is necessary to obtain a permit from a municipality before displaying commercial fireworks. RSA 160-B:3, I(b). By way of example, this permit is required for municipal Fourth of July firework celebrations.

With respect to consumer/permissible fireworks, RSA chapter 160-C does not require permits to display such fireworks, but instead, the municipality may determine whether to require

permitting. A municipality may also adopt regulations that prohibit the use of consumer/permissible fireworks altogether, or otherwise regulate the time of day and/or location that fireworks may be used. See RSA 160-C:6.

Various municipalities regulate the use of consumer/permissible fireworks, including for example, Manchester (prohibits the use), Nashua (prohibits the use), Merrimack (regulates time of day 11pm – 10am), Alton (prohibits the use), Goffstown (prohibits the use), Londonderry (permit required to use), Portsmouth (permit required to use) and Hampton (prohibits the use). To the extent a municipality elects to regulate the use of consumer/permissible fireworks, State law already requires that a person be at least 21 years of age to use such fireworks.

Attached to this report, please find an ordinance for your consideration which regulates the time of day that consumer/permissible fireworks may be used in the City. In order to enforce the penalty for the discharge of fireworks during the prohibited hours, there is also an ordinance to amend Schedule II of the Code of Ordinances, Title I, General Code; Chapter 1, Government Organization; Article 1-5, Fees, Fines, and Penalties. The proposed ordinance is similar to the penalty imposed by some other New Hampshire municipalities for similar fireworks violations, which range from \$500 to \$1000.



3-26 (C)  
3-28  
4-44  
5-37

# CITY OF CONCORD

*In the year of our Lord two thousand and fifteen*

## **AN ORDINANCE**

amending the CODE OF ORDINANCES, Title IV, Zoning Code; Chapter 28, Article 28-2, Zoning Districts and Allowable Uses, Article 28-5, Supplemental Standards, Article 28-7, Access, Circulation, Parking, and Loading and Glossary

**The City of Concord ordains as follows:**

**SECTION I:** Amend the CODE OF ORDINANCES, Title IV, Zoning Code, Chapter 28, Zoning Ordinance, Article 28-2, Zoning Districts and Allowable Uses, Section 28-2-4, Allowable Principal and Accessory Uses in Zoning Districts, Paragraph J, Table of Principal Uses, by adding two new Principal Uses, Use L-12, Alternative Treatment Center subject to the Supplemental Standards of Section 28-5-51 and Use L-13, Alternative Treatment Center (Cultivation Location Only), as a Permitted Use (P) in the following district:

Industrial District (IN)

**SECTION II:** Amend the CODE OF ORDINANCES, Title IV, Zoning Code, Chapter 28, Zoning Ordinance, Article 28-2, Zoning Districts and Allowable Uses, Section 28-2-4, Allowable Principal and Accessory Uses in Zoning Districts, Paragraph J, Table of Principal Uses, by adding a new Principal Use, Use E-5, Alternative Treatment Center (Non-Cultivation Location), as a Permitted Use (P) in the following district:

Institutional (IS)

**SECTION III:** Amend the CODE OF ORDINANCES, Title IV, Zoning Code, Chapter 28, Zoning Ordinance, Article 28-7, Access, Circulation, Parking, and Loading, Section 28-7-2(e), Table of Off-street Parking Requirements, Section E, Services - Medical, by adding "Alternative Treatment Center (Non-Cultivation Location)" as a new category as follows:

PRINCIPAL USES	UNIT OF MEASUREMENT	MINIMUM PARKING SPACES REQUIRED PER UNIT OF MEASUREMENT
Alternative Treatment Center (Non-Cultivation Location)	Gross floor area	One (1) per three hundred (300) square feet

**SECTION IV:** Amend the CODE OF ORDINANCES, Title IV, Zoning Code, Chapter 28, Zoning Ordinance, Article 28-5, Supplemental Standards, by creating a new Section 28-5-51, Alternative Treatment Center as follows:

**28-5-51 Alternative Treatment Center.**

In the Industrial (IN) District, an Alternative Treatment Center shall be located on lots that have direct access to and from a collector or arterial street, or access to a street which shall be physically improved in order to fulfill the function and meet the standards of a collector street.

**SECTION V:** Amend the CODE OF ORDINANCES, Title IV, Zoning Code, Chapter 28, Zoning Ordinance, Glossary, by adding the following Definitions of Terms:

**Alternative Treatment Center.** An "alternative treatment center" as defined in RSA 126-X:1, I, namely, a not-for-profit entity registered under RSA 126-X:7 that acquires, possesses, cultivates, manufactures, delivers, transfers, transports, sells, supplies, and dispenses cannabis, and related supplies and educational materials, to qualifying patients and alternative treatment centers.

**Alternative Treatment Center (Cultivation Location Only).** A "cultivation location" as defined in RSA 126-X:1, IV, namely, a locked and enclosed site under the control of an alternative treatment center where cannabis is cultivated, secured with one or more locks or other security devices in accordance with RSA 126-X and the Department of Health and Human Service's administrative rules.

**Alternative Treatment Center (Non-Cultivation Location).** An alternative treatment center operated in accordance with RSA 126-X and the Department of Health and Human Service's administrative rules that has a separate location for the cultivation of cannabis.

**SECTION VI:** This Ordinance shall take effect upon its passage.



# CITY OF CONCORD

TAA

## REPORT TO MAYOR AND CITY COUNCIL

**FROM:** Carlos P. Baía, Deputy City Manager—Development

**DATE:** January 28, 2015

**SUBJECT:** Proposed amendments to Zoning Code related to “Alternative Treatment Centers”

### Recommendation

If acceptable, set the attached ordinance amendment for public hearing in March.

### Background

In 2013, the New Hampshire Legislature enacted a comprehensive law for the use of medical marijuana. The law has been codified as RSA chapter 126-X, entitled the Use of Cannabis for Therapeutic Purposes. RSA chapter 126-X includes administrative requirements for alternative treatment centers, which are non-profit entities registered for the purpose of acquiring, possessing, cultivating, manufacturing, delivering, transferring, transporting, selling, supplying and dispensing cannabis to qualified patients and designated caregivers.

### Discussion

RSA 126-X:7 required the New Hampshire Department of Health and Human Services to issue registration certificates to no more than four non-profit alternative treatment centers. At least two of the registration certificates must be issued within 18 months after the law goes into effect, which would be January 2015.

Currently there is no zoning use category under which an alternative treatment center could be operated, and therefore, the City of Concord's Zoning Code requires that any use be placed in the category to which it is most similar and regulated under that category. Anticipating the need for local zoning, City Staff evaluated the new law and developed local zoning regulations to determine the most appropriate locations for an alternative treatment center.

An alternative treatment center is defined in RSA 126-X:1, I as a not-for-profit entity registered under RSA 126-X:7 that acquires, possesses, cultivates, manufactures, delivers, transfers, transports, sells, supplies, and dispenses cannabis, and related supplies and educational materials, to qualifying patients and alternative treatment centers. RSA 126-X:7, IV(2) states that an alternative treatment center “may include a second location for the cultivation of cannabis.”

Based on its review of the statute, City Staff is recommending the adoption of a new ordinance that would create three new principal uses. The first new principal use would be designated as an "Alternative Treatment Center," which is a facility permitted in the Industrial District that involves both the cultivation and dispensing of cannabis. The second new principal use would be designated as an "Alternative Treatment Center (Cultivation Location Only)," which is a facility that would be permitted in the Industrial District for the purpose of cultivating cannabis. The third new principal use would be designated as an "Alternative Treatment Center (Non-Cultivation Location)" which is a facility that is permitted in the Institutional District for the purpose of dispensing cannabis. The proposed ordinance also sets forth the parking requirements for an Alternative Treatment Center (Non-Cultivation Location).

The proposed ordinance also creates a new supplemental standard, Section 28-5-1, for Alternative Treatment Centers located in the Industrial District that involve both the cultivation of cannabis and dispensing to patients. Due to the potential increased traffic created by the retail dispensary for such facilities, the supplemental standard would require that it be located on lots that have direct access to and from a collector or arterial street, or access to a street which shall be physically improved in order to fulfill the function and meet the standards of a collector street.

It should be noted that RSA 126-X:8, II already prohibits alternative treatment centers from being located in a residential district or within 1,000 feet of the property line of a pre-existing public or private elementary or secondary school or designated drug free property zone. Any proposed location will need to comply with these requirements. It should be further noted that nothing in the proposed ordinance purports to permit activities that are otherwise illegal under state or local law.

The attached ordinance amendment was reviewed by the Planning Board at its January 21<sup>st</sup> meeting and recommended to City Council.

Council should be aware that the State Department of Health and Human Services rules governing alternative treatment centers labeled ATCs as "charitable trusts." This was done, in the City staff's estimation, to provide the State with the means to regulate these organizations through the Department of Justice's Charitable Trusts Unit. The challenge for municipalities is that this designation may prompt the entities to request an exemption under RSA 72:23, V from the payment of local property taxes. This issue was raised in a City letter sent to the Joint Legislative Committee on Administrative Rules (JLCAR) as well as through oral testimony at the final rule-setting hearing in December where the City voiced its disagreement over the charitable trust designation. The City's concerns were recognized by the members of JLCAR and a commitment was made to rectify the situation in the 2015 legislative session. SB 54 has since been filed that would mandate that ATCs enter into Payment in Lieu of Tax agreements (PILOTS) with municipalities for the same amount as they would have paid in ad valorem taxation.

On January 28<sup>th</sup>, the Senate Municipal and Public Affairs Committee took up SB 54. The City of Concord, again, testified that the "charitable trust" designation was not appropriate in the case of ATCs but supported SB 54 as a means to clarify the present situation. It is anticipated that the Committee will vote on the proposed bill in the following weeks.

Under the proposed ordinance, ATCs could be significant consumers of industrial real estate invaluable to the City's tax base. It is unknown whether the Legislature will have clarified the taxability of ATCs by the time Council holds a public hearing on this ordinance.

Resolution No.

**CITY OF CONCORD**

*In year of our Lord two thousand thirteen*

**RESOLUTION** Amendment of the Official Map so as to establish the Mapped Lines of a Future Street for a new street from the intersection of Storrs and Theatre Streets southerly to Langdon Avenue.

*The City of Concord resolves as follows:*

**WHEREAS,** pursuant to enabling statutes, the City has established an Official Map as well as adopted an ordinance creating a process for mapping the lines of future streets; and

**WHEREAS,** mapping the lines of future streets reserves a corridor for a street to be constructed at a future time by restricting the issuance of building permits for buildings or structures within the mapped lines of future streets; and

**WHEREAS,** the adopted Master Plan 2030 recommends the creation of a roadway network to serve the southern Opportunity Corridor. The Opportunity Corridor Study and the 2030 Master Plan includes an extension of Storrs Street from the Intersection of Theatre Street and Storrs Street southerly under the Manchester Street Bridge to Gas Street, and then southerly to Langdon Avenue; and

**WHEREAS,** the City of Concord contributed over 1 million dollars in 1997-8 to the I-93 Exit 13 NH Department of Transportation improvement project to widen the Manchester Street Bridge to accommodate this planned roadway; and

**WHEREAS,** the Planning Board held a public hearing on December 19, 2012, after notifying the affected property owners on the planned new street from the intersection of Storrs and Theatre Streets southerly to Langdon Avenue and accepted testimony, and

**WHEREAS,** the future street is intended to be constructed as an urban street to support the redevelopment of the southern Opportunity Corridor.

**WHEREAS,** the Planning Board voted unanimously to forward a request to the City Council that the Board be authorized pursuant to Section 16-3-6, Mapping of Future Streets, of the Code of Ordinances, to prepare and certify a plan of the mapped lines of a future street for a new street from the intersection of Storrs and Theatre Streets southerly to Langdon Avenue.

# CITY OF CONCORD

*In year of our Lord two thousand thirteen*

**RESOLUTION** Relative to the Establishment of the Mapped Lines of a Future Street for a new street from the intersection of Storrs and Theatre Streets southerly to Langdon Avenue.

Page 2

***NOW, THEREFORE, BE IT RESOLVED by the City Council of Concord that:***

- 1.) The Planning Board be, and hereby is authorized to prepare and certify a plan of the mapped lines of a future street for a new street from the intersection of Storrs and Theatre Streets southerly to Langdon Avenue.
- 2.) This resolution shall take effect upon its passage.



# CITY OF CONCORD

120

## REPORT TO THE MAYOR AND CITY COUNCIL

**FROM:** Stephen Henninger, Assistant City Planner

**DATE:** December 20, 2012

**SUBJECT:** Amendment to Mapped Lines of Future Streets – Storrs Street South

### Recommendation

The Planning Board, after holding a public hearing on December 19, 2012, voted unanimously to forward the proposed revision of mapped lines of future streets to the City Council. The Board is requesting that the City Council direct the Planning Board to certify the mapped line of a future street pursuant to Article 16-3-6 Mapping of Future Streets, of the Code of Ordinances, and RSA 674:11, Amendments to Official Map, for a new street from the intersection of Storrs and Theatre Streets southerly to Langdon Avenue.

Prior to directing the Planning Board to certify the mapped street, the City Council will need to hold its own public hearing, send notice of the hearing by certified mail "to all owners over whose lands the proposed streets will cross," and publish the hearing notice in the newspaper.

Please see the attached map showing the location of the proposed 50' wide mapped line of future streets extending from the intersection of Theatre Street and Storrs Street, southerly adjacent to the NH main line railroad line, underneath the Water Street Bridge to Gas Street, then southerly from Gas Street to Langdon Avenue.

### Background

This new road extending through the old Boston and Maine railroad yards southerly to the South Concord Industrial park has been planned for many decades. The yards and the South Concord Industrial park have languished as an underused and deteriorating brownfields site since prior to the 1960's.

The area has been begun a turnaround and several new developments have been completed including a new maintenance facility and headquarters for Concord Coach (an inter-city

bus company), Evolution Rock (a fitness center and climbing gym), and renovations to the J & S Leasing property.

The construction of Concord Steam Power Plant and cogeneration facility southerly of Langdon Avenue is planned for construction in 2013.

The City facilitated the extension of this new road in 1998-9 by increasing the length of the Water Street Bridge as part of the I-93 Exit 13 reconstruction project to allow for one bay under the bridge for the NH Main Line Railroad and one-bay for the Storrs Street extension at a cost of 1.3 million dollars.

The City has acquired the rights to develop Langdon Avenue as a public street from South Main Street to the NH Main Line Railroad (B & M Rail Line). A small amount of additional right-of-way in front of the Concord Coach facility still needs to be secured. A recent condominium subdivision of the J& S Property has preserved a corridor for the future road north from Langdon Avenue.

### **Master Plan**

The Planning Board in 1993, as part of the Year 2010 Master Plan Update, adopted a Future Transportation Plan showing the southerly extension of Storrs Street from Theatre Street (Chandler Street) to the vicinity of Allison Street and South Main Street.

In the "The South Concord Redevelopment Area Study – A Small Area Master Plan" adopted by the Planning Board in 1997, the current alignment shown on the attached plan was developed.

The Concord Opportunity Corridor Master Plan prepared in April of 2005 reaffirmed the location and alignment of the southerly extension of Storrs Street and the recommendations of the South Concord Redevelopment Area Study.

In the current Master Plan 2030, the Planning Board reaffirmed the location and purpose of the southerly extension of Storrs Street to facilitate the redevelopment within the southern segment of the Opportunity Corridor.

### **Analysis**

The proposed new mapped street has been referred for decades as the southerly extension of Storrs Street. Based on E-911 mapping and addressing conventions, when this street is developed a new street name will need to be selected. In this report we will continue to identify this proposed street as the southerly extension of Storrs Street.

The southern extension of Storrs Street has a well-defined beginning, middle and end. The starting point at the intersection of Storrs Street and Theatre Street is anchored at an existing four way intersection, falls between two large industrial scale buildings, and is the



ideal location from a grade standpoint to connect back to Storrs Street. The Merrimack River bluffs along South Main Street are on average about 26' above the grade of the plain below the bluff. Langdon Avenue is located at a low point in the bluffs and has 5-6% slopes on both approaches on South Main Street and on Langdon Avenue. Other connecting points between the two locations would require significant grade changes and impacts to existing buildings. Full access at Gas Street will be a design consideration given the available right-of-way for Gas Street, grade of Gas Street at South Main Street, and site distance at the South Main Street/Gas Street intersection. The underpass designed specifically for the future road under the Water Street Bridge is the only feasible location for the street between South Main Street and the NH Main Line Railroad. This section of the NH Main Line Railroad has been designated as one of five high speed rail corridors in the country with service proposed from Boston to Montreal. New at-grade rail crossings of this line are unlikely to be approved.

The corridor could be completed in two independent phases, one section from Theatre Street to Gas Street, and the second section from Gas Street to Langdon Avenue. Improvements to Langdon Avenue and the intersection of Langdon Avenue and South Main Street will be needed to support redevelopment in the southern section.

The following properties would be affected by the proposed mapped line of future streets.

<u>Property Owner</u>	<u>Map/Lot Number</u>	<u>Address</u>
State of New Hampshire	35A-1-2	50 Storrs Street
Pan Am Railroad	B & M Railroad	Storrs Street
Energynorth North Natural Gas, Inc.	26-1-6	Gas Street
Cohen Properties of Concord, LLC	26-1-5	Gas Street
Automotive Supply Associates, Inc.	26-1-3	219-231- S. Main St
J & S Leasing General Partners	25B-1-19	287 South Main St.

There are no environmentally sensitive areas along the corridor.

For the extension of Storrs Street to be completed south of Gas Street a complete take would be required for parcel 26-1-5 owned by Cohen Properties of Concord, LLC. This 0.65 acre parcel has a total assessed value of \$87,600. No other building or structure is impacted.

The corridor is located in a Brownfield area; however recent development in this area has proceeded without major expenditures for the cleanup of either soil or ground water contamination. The Energynorth parcel (26-1-6) at Gas Street was the site of a coal-gasification plant and the source of coal tar contamination in the area. Liberty Gas, the successor to Energynorth, would be are responsible for any Brownfield remediation associated with this contamination which may be required due to construction of the new street.

# Storrs Street Southern Extension Mapped Line of Future Street



12-34  
1-48  
2-35  
3-31  
4-47  
5-39

CITY OF CONCORD

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11-41 8-14  
12-38 9-26(c)  
1-43 9-29  
2-57 10-36  
3-46  
4-49 5-46  
6-43  
9-43 7-39  
10-42 8-27  
11-42

*In the year of our Lord two thousand and thirteen*

**AN ORDINANCE** amending the CODE OF ORDINANCES, Title III, Building and Housing Codes; Chapter 27, Housing Maintenance and Occupancy Code; Article 27-1, Housing Maintenance and Occupancy Code, Section 27-1-5, Amendments to the International Property Maintenance Code/2009.

**The City of Concord ordains as follows:**

**SECTION I:** Amend the CODE OF ORDINANCES, Title III, Building and Housing Codes; Chapter 27, Housing Maintenance and Occupancy Code; Article 27-1, Housing Maintenance and Occupancy Code, by amending Section 27-1-5, Amendments to the International Property Maintenance Code/2009, as follows:

**Section 101 – General**

*Add new section 101.3.1 Licensed Trades as follows:*

101.3.1 Licensed Trades: To further ensure the public health, safety and welfare, any new installations or major repairs in residential rental property to plumbing, mechanical or electrical work must be performed by State of NH licensed tradesperson who shall obtain the necessary permits for such work. The Code Official may require licensed tradesperson to correct non-compliances to plumbing, mechanical or electrical work performed by the property owner or his or her agent.

**Section 102- Applicability**

*102.3 Application of other codes:* Delete this section in its entirety and replace with the following:

102.3 Application of other codes. Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the most recently adopted versions of the following codes: International Building Code, International Fuel Gas Code, International Mechanical Code, International Plumbing Code, NFPA 70, International Existing Building Code, NFPA 101 Life Safety Code, International Building Code, International Fuel Gas Code, International Mechanical and NFPA 70.

Nothing in this code shall be construed to cancel, modify or set aside any provision of the Municipal Code of Ordinances, Chapter 28.

## **Section 104- Duties and Powers of the Code Official**

*Add new section "104.3.1 Access by owner/operator/agent" as follows:*

104.3.1 Access by owner/operator/agent: Every occupant of a structure or premises shall give the owner or operator thereof, or agent or employee, access to any part of such structure or its premises at reasonable times for the purpose of making such inspection, maintenance, repairs or alterations as are necessary to comply with the provisions of this code.

## **Section 202 – General Definitions**

*Under Section 202, General Definitions, add the following definitions:*

Cooking Appliance: A stove containing an oven and cooking surface, or a stove top cooking surface and wall oven.

Weed(s): All grasses, annual plants and vegetation other than trees or shrubs or cultivated flowers and gardens.

*Under Section 202, General Definitions, amend paragraph 7 of the definition of "Public Nuisance" as follows:*

7. Any premises that is unsanitary, or that is littered with rubbish or garbage ~~or that has an uncontrolled growth of weeds;~~ or

*Under Section 202, General Definitions, amend the definition of "Rooming House" as follows:*

Rooming House: A detached dwelling unit containing sleeping accommodations for ~~individuals other than~~ **more than three (3) unrelated individuals** ~~other than members of the resident family and~~ having common kitchen and dining facilities.

## **Section 302 – Exterior Property Areas**

*302.4 Weeds: Delete this section in its entirety and replace with the following:*

302.4 Weeds. Weeds on all exterior premises shall be maintained at a height that does not obstruct sight distance when entering or exiting a roadway or has the potential to create a fire hazard or public nuisance.

## **Section 307 – Handrails and Guardrails**

*307.1 General:* Delete this section in its entirety and replace with the following:

307.1 General. Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp, or other walking surface which is more than 30 inches above the floor or grade below shall have guards. Handrails shall not be less than 30 inches high or more than 42 inches high measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall not be less than 30 inches high above the floor of the landing, balcony, porch, deck of ramp or other walking surface.

*Exception:* Guards shall not be required where exempted by the more recently adopted building code.

## **Section 405 – Dwelling Units**

*405.1 Dwelling Unit:* Amend paragraph 1 as follows:

1. The unit shall be provided with a kitchen sink, cooking appliance (a microwave is not considered a cooking appliance per section 403.3) ***with all components in safe, clean working condition***, and a clear working space of not less than 30 inches. Light and ventilation conforming to this code shall be provided.

*Add the following as a new section:*

## **Section 406 – Rooming Houses**

406.1 A person shall not operate a rooming house, hotel or motel unless that person holds a valid rooming house permit per Article 27-1-3 of the City of Concord Code of Ordinances.

406.2 A detached dwelling housing three (3) or more unrelated individuals other than members of the resident family is classified as a rooming house and is subject to an annual inspection.

## **Section 503 – Toilet Rooms**

*503.3 Floor surface:* Amend this section as follows:

503.3 Floor surface. ~~In other than~~ dwelling units, every toilet room floor shall be maintained to be a smooth, hard, non-absorbent surface to permit such flooring to be easily kept in a clean and sanitary condition.

## Section 605 – Electrical Equipment

*Add new sections "605.4, 605.5, 605.6, 605.7 and 605.8" as follows:*

605.4 Branch circuits in buildings with more than one occupancy. Branch circuits in each dwelling unit shall supply only loads within that dwelling.

605.5 Common area branch circuits with more than one occupancy. Branch circuits installed for the purpose of lighting, central alarm, signal, communications, or other purposes for public or common areas of a two-family dwelling, a multi-family dwelling, or a multi-occupancy building shall not be supplied from equipment that supplies an individual dwelling unit or tenant space.

605.6 Identification. Each circuit in an electrical panel is required to be identified as to what area of the building that circuit supplies power.

605.7 Occupancy. Each occupant shall have ready access to all overcurrent devices protecting the conductors supplying that occupancy.

Exception: Where electrical service and electrical maintenance are provided by the building management and where these are under continuous building management supervision, the service overcurrent devices and feeder overcurrent devices supplying more than one occupancy shall be permitted to be accessible only to authorized management personnel in multiple-occupancy building and guest rooms/guest suites.

605.8 Unused openings. Unused openings for circuit breakers and switches shall be closed using identified closures or other approved means that provide protection substantially equivalent to the wall of the enclosure.

## Section 702 – Fire Protection Systems

*704.2 Smoke alarms: Amend this section as follows:*

704.2 Smoke alarms. ~~The minimum standard pursuant to the City Housing Code, Article 27 of the Municipal code of Ordinances and a July 1, 1999 amendment to the State of NH Smoke Detector Law Rules (RSA 153:10-a) requires that~~ Existing battery powered smoke detectors located within single family rental housing and multi-family (two or more dwelling units) housing, must be replaced with a hard wired\*, electrically powered battery back-up smoke detectors, which incorporate a "false alarm silencing" feature. The electrically powered smoke detector(s) must be installed by a New Hampshire licensed master electrician. An electrical permit must be obtained prior to installation. This code standard applied to the installation of smoke detection where none were previously provided ~~but~~ *or additional units* are required.

***\*Remote Smoke Detectors. In existing buildings, wireless remote, battery-back up smoke detectors may be installed. Installation must be performed by a State of NH licensed electrician.***

**SECTION II:** This ordinance shall take effect upon its passage.







# CITY OF CONCORD

## REPORT TO THE MAYOR AND CITY COUNCIL

**FROM:** Michael Santa, CBO, Code Administrator

**DATE:** July 16, 2013

**SUBJECT:** Updating of the City's Housing Code

### **Recommendation**

Accept this report recommending that the City Council amend the Code of Ordinances, Chapter 27, Housing Maintenance and Occupancy Code.

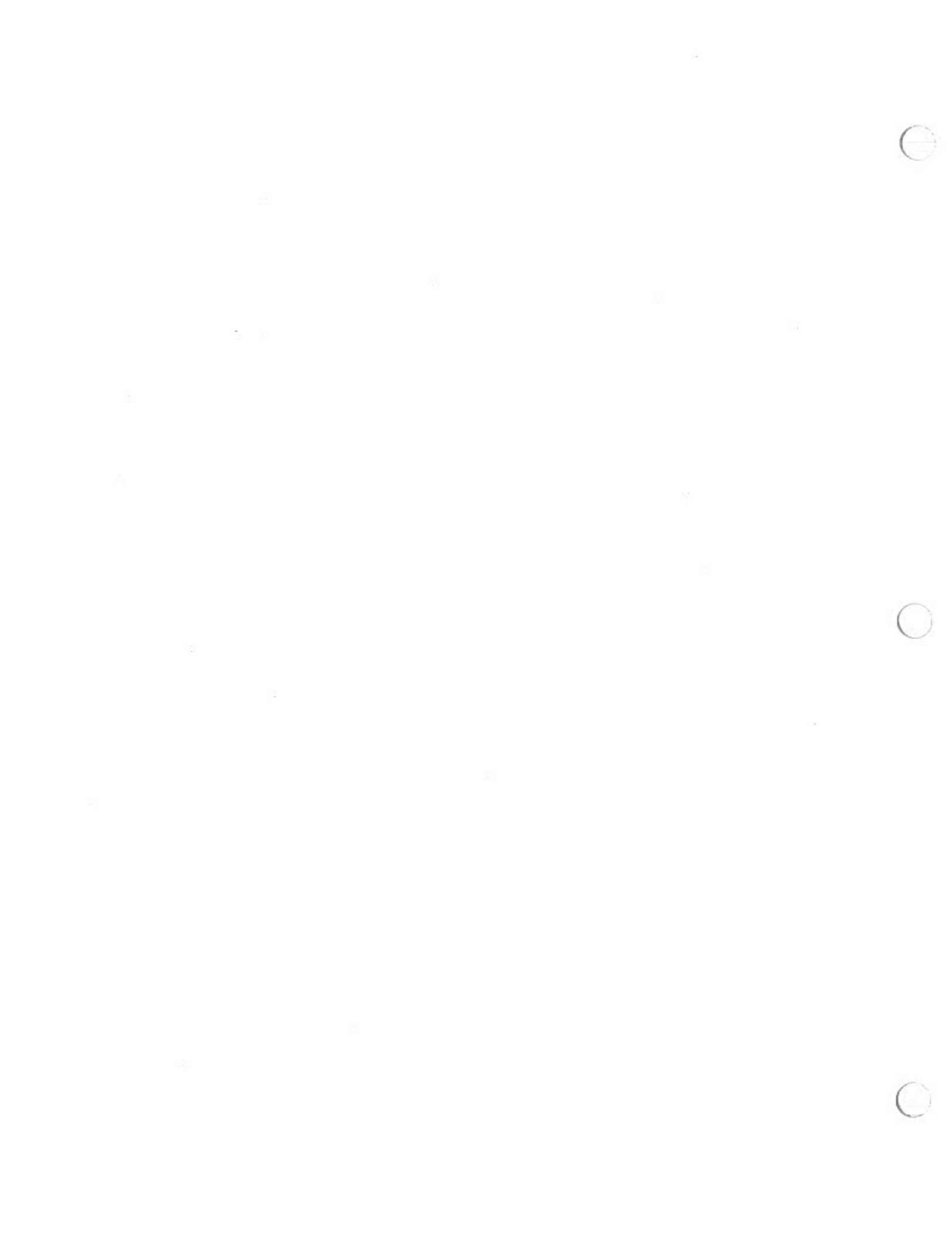
### **Background**

The current Code of Ordinances, Chapter 27, Housing Maintenance and Occupancy Code was last updated in March of 2011. The Housing Maintenance and Occupancy Code is based on the 2009 International Property Maintenance Code. Staff is proposing amendments to the Housing and Maintenance Occupancy Code because recent State of New Hampshire changes to the smoke detector and carbon monoxide requirements in residential structures has created a conflict between standards. Staff is also proposing other amendments to the Housing and Maintenance Occupancy Code to provide clarification regarding the requirements of certain sections.

### **Discussion**

The City's Housing Maintenance and Occupancy Code was last updated in 2011. Since the Housing Maintenance and Occupancy Code is specifically tailored to the City of Concord, situations are encountered that occasionally require the amending of the code. The proposed amendments have been written to provide consensus between State and local law, as well as to provide clarification in sections of the code to prevent any ambiguities about the requirements.

cc: Thomas J. Aspell, City Manager  
Carlos Baia, Deputy City Manager, Development  
Gloria McPherson, City Planner  
Craig Walker, Zoning Administrator  
Sean Toomey, Deputy Fire Chief



## **Proposed changes to Housing Maintenance and Occupancy Code 2012**

(Red font = additions to code)  
(Deletions)

**101.3.1 Licensed Trades:** To further ensure the public health, safety and welfare, any new installations or major repairs in residential rental property to plumbing, mechanical or electrical, work must be performed by State of NH licensed tradesmen who shall obtain the necessary permits for such work. The Code Official may require a licensed tradesman to correct non-compliances to plumbing, mechanical or electrical work performed by the property owner or his agent.

**104.3.1 Access by owner/operator/agent:** Every occupant of a structure or premises shall give the owner or operator thereof, or agent or employee, access to any part of such structure or its premises at reasonable times for the purpose of making such inspection, maintenance, repairs or alterations as are necessary to comply with the provisions of this code.

**704.2 Smoke alarms.** ~~The minimum standard pursuant to the City Housing Code, Article 27 of the Municipal Code of Ordinances and a July 1, 1999 amendment to the State of NH Smoke Detector Law Rules (RSA 153:10-a) requires that~~ Existing battery powered smoke detectors located within single family rental housing and multi-family (two or more dwelling units) housing, must be replaced with hard wired\*, electrically powered battery back-up smoke detectors, which incorporate a "false alarm silencing" feature. The electrically powered smoke detector(s) must be installed by a New Hampshire licensed master electrician. An electrical permit must be obtained prior to installation. This code standard applies to the installation of smoke detection where none were previously provided ~~but~~ or additional units are required.

**\*Remote Smoke Detectors.** In existing buildings, wireless remote, battery-back up smoke detectors may be installed. Installation must be performed by a State of NH licensed electrician.

**102.3 Application of other codes.** Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the most recently adopted versions of the following codes: International Building Code, International Fuel Gas Code, International Mechanical Code, International Plumbing Code, NFPA 70, International Existing Building Code, NFPA 101 Life Safety Code, International Building Code, International Fuel Gas Code, International Mechanical and NFPA 70. Nothing in this code shall be construed to cancel, modify or set aside any provision of the Municipal Code of Ordinances, Chapter 28.

**302.4 Weeds.** ~~All premises and exterior property shall be maintained free from weeds or plant growth in excess of ten (10) inches in height. All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this code term shall not include cultivated flowers and gardens.~~

~~Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property.~~

Weeds on all exterior premises shall be maintained at a height that does not obstruct sight distance when entering or exiting a roadway or has the potential to create a fire hazard.

## **SECTION 202 - GENERAL DEFINITIONS**

**Public Nuisance:** Includes, but is not limited to, the following:

7. Any premises that is unsanitary, or that is littered with rubbish or garbage ~~or that has an uncontrolled growth of weeds; or~~

**Rooming House:** A detached dwelling unit containing sleeping accommodations for ~~individuals other than~~ more than three (3) unrelated

individuals ~~other than members of the resident family~~ and having common kitchen and dining facilities.

**Weeds:** All grasses, annual plants and vegetation, other than trees or shrubs or cultivated flowers and gardens.

## **SECTION 406 - ROOMING HOUSES**

**406.1** A person shall not operate a rooming house, hotel or motel unless that person holds a valid rooming house permit per Article 27-1-3 of the City of Concord Code of Ordinances.

**406.2** A detached dwelling housing three (3) or more unrelated individuals other than members of the resident family is classified as a rooming house and is subject to an annual inspection.

## **Section 307 - Handrails and Guardrails**

**307.1 General.** ~~Handrails and guardrails in residential occupancies shall comply with the minimum standards established by the appropriate of the most recently adopted version of NFPA 101 Life Safety Code.~~ Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30 inches above the floor or grade below shall have guards. Handrails shall not be less than 30 inches high or more than 42 inches high measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards not less than 30 inches high above the floor of the landing, balcony, porch, deck or ramp or other walking surface.

Exception: Guards shall not be required where exempted by the most recently adopted building code.

## **Under Chapter 6 Mechanical & Electrical Requirements:**

**605.4 Branch circuits in buildings with more than one occupancy.** Branch circuits in each dwelling unit shall supply only loads within that dwelling unit.





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Facilities Naming Committee  
City Hall, 1<sup>st</sup> Floor Conference Room  
**Meeting Minutes**  
January 16, 2015  
12:00 p.m.

Committee members Councilors Nyhan, Coen and Shurtleff were present. City Clerk Janice Bonenfant was also present.

Councilor Nyhan called the meeting to order at 12:10 p.m.

Councilor Coen moved to appoint Councilor Nyhan as Chair of the Facilities Naming Committee. The motion was seconded by Councilor Shurtleff and passed with no dissenting votes.

Committee Chair Councilor Nyhan explained that members were meeting in follow-up to an October 2014 Council referral. He further stated that the referral was a communication from the Varsity Club at Concord High School requesting the City of Concord consider naming the press box at Memorial Field the "Gene Connolly Press Box". Gene Connolly, Concord High School Principal, was diagnosed with ALS in 2014. The varsity club indicated within their communication that Mr. Connolly loves football, has been announcing all Concord High School home football games for years and felt that naming the press box at Memorial Field in his honor would be a nice tribute.

Committee members reviewed the policy for naming city facilities referring specifically to the sections that indicated the committee should: 1) try to honor someone due to a widely recognized significant contribution to the community as a whole or due to a significant financial contribution to a city facility; and 2) the committee should avoid naming a facility in the midst of an emotional event.

After discussing a possible naming rights policy that the City Manager may come forward with, committee members asked City Clerk Janice Bonenfant to contact the Concord School Board and inquire as to whether or not the School Board was aware of anything Concord School District, specifically Concord High School, would be doing in his honor. Ms. Bonenfant was also instructed to invite the Concord School Board Chair to a future meeting of the Facilities Naming Committee.

The time being 1:15 p.m., Councilor Nyhan moved to adjourn the meeting indicating that a future meeting date and time would be set after Ms. Bonenfant heard back from the Concord School Board.

*A true copy; I attest:*

*Janice Bonenfant*  
City Clerk



**Facility Naming Committee**  
**Draft Meeting Minutes**  
**March 4, 2015**  
City Hall, 1st Floor Conference Room  
12:00 p.m.

1. Councilor Nyhan called the meeting to order at 12:00 p.m. Councilors Nyhan and Coen were present. Councilor Shurtleff was excused. Clint Cogswell, President, Concord School Board was also present.
2. Councilor Coen moved approval of the January 16, 2015 meeting minutes. The motion was duly seconded and passed with no dissenting votes.
3. Councilor Nyhan, Committee Chair, indicated that Mr. Cogswell had been invited to attend the meeting to discuss the referral the Facilities Naming Committee received via City Council after their October 2014 meeting. He further indicated that the referral was a communication from the Varsity Club at Concord High School requesting the City of Concord consider naming the press box at Memorial Field the "Gene Connolly Press Box".

Discussion took place regarding the renaming request after which time Mr. Cogswell indicated that the school would work with the Varsity Club and explore other options for honoring Mr. Gene Connolly.

4. There being no further business to discuss the meeting was adjourned at 1:00 p.m.

*A true copy; I attest:*

*Janice Bonenfant*  
*City Clerk*



5 INT2

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## **Public Safety Board**

**March 30, 2015**

**3:00 p.m.**

### **City Council Chambers**

Members present: Councilor Amanda Grady Sexton (Chair), Mr. Jim O'Neill, Mr. Anthony Bourque, Mr. Steve Edwards, Mr. Jim Cotsana, Ms. Lisa Brown, Mr. Don Carter

City Staff Present: Police Chief Brad Osgood, Fire Chief Dan Andrus (Staff Liaison), Deputy Fire Chief Sean Toomey

Not Present: Mr. Michael Russell, Councilor Fred Keach, Councilor Stephen Shurtleff, Councilor J. Allen Bennett, Councilor Rob Werner, Councilor Brent Todd, Ms. Carol Hargrove

### **Call to Order**

Councilor Grady Sexton called the meeting to order at 3:08 p.m. Board members and City staff introduced themselves.

### **Approval of Meeting Minutes**

The board reviewed the minutes of December 15, 2014. Chief Andrus noted that will insert the name of one guest and add language to the section on adjournment. Mr. O'Neill moved to approve the minutes as revised. Mr. Carter seconded the motion. The motion passed unanimously.

### **Annual Report of the Public Safety Board**

Councilor Grady Sexton asked Chief Osgood to present his report.

Chief Osgood reviewed his written report, including call statistics: 56,00 calls for service; 4,500 traffic citation, up by 1,100 over last year; 12,000 warnings; 1,107 traffic accidents; 150 DWI arrests; 590 criminal offenses per month, about 15% of which are felonies; 240 arrests per month; 42 juvenile arrests per month, and 27 domestic violence related arrests per month. Deaths from opiate overdoses are trending upward with 13 in

2014, four in 2013, two in 2012, and at least one so far in 2015. There have been 28 overdose calls so far this year. There were 474 drug offenses in 2014, up from 402 in 2013, and 363 in 2012. Heroin and overdoses are a problem. There have been 11 males and nine females with heroin overdoses since 2012. The median age of the males is 34; for females, the median age is 47. Mr. O'Neill asked how many arrests and ODs are Concord people. Ms. Brown asked Chief Osgood to say again the median ages. Mr. Edwards asked if there was any particular geography to overdose calls. Chief Osgood said that they occur all over the City. Mr. Cotsana asked about police use of Narcan. Chief Osgood said that Narcan was used about 100 times in the City last year by the Fire Department. The law has just changed and cost is being evaluated. The Fire Department has very quick response times and it is unlikely the Police Department will be using Narcan, however the PD continues to explore that possibility.

Chief Osgood said that it is not always clear that it is a heroin overdose. A question was asked about liability to responders. An unconscious patient can be treated under implied consent statutes. Mr. Edwards asked about side effects. Chief Andrus said that the only negative is that the patient can wake up quickly experiencing withdrawal symptoms. They can be violent and may run from the scene. A question was asked about repeat patients. Chief Andrus said that there was a recent case involving a heroin overdose. The person was unconscious and completely unresponsive and was revived using Narcan. They later learned the patient had overdosed in Manchester the day before.

Mr. O'Neill commented that the low price of heroin encourages its use.

Councilor Grady Sexton asked if there are any transients or homeless persons on the list. Chief Osgood said that he did not believe that there were any in the list of 20 he cited.

Mr. Edwards asked about gangs. Chief Osgood said that he does not see a big gang problem currently in Concord. We do have groups that think of themselves as gangs. The Brotherhood of White Warriors, a prison based gang, was controlled in the past year or so.

Mr. Edwards asked where the drugs came from. Chief Osgood said that they come from Worcester, Lawrence, New York City, to name a few. The Police Department has invested 140 hours of personnel time in drug related overdose cases this year alone (28 incidents). Mr. Carter asked what the community could do. Chief Osgood said that we cannot arrest our way out of this. It needs public involvement. There are a lot of users in Concord and the extent of dealers is under investigation. Ms. Brown asked what this (heroin) looks like. Chief Osgood said that it comes in a variety of packages and one called a "finger." Heroin is being cut or mixed with Fentanyl. You don't know what you are getting. Mr. Edwards asked how often an addict needs a "fix." Mr. O'Neill said that it can be as often as twice a day.

Chief Osgood talked about "spice." Code names are often used with store clerks for getting access to it. Spice does not appear to be an issue in Concord at this time relative to stores selling it.

Chief Osgood covered other areas of his report. There was a pilot program with a problem oriented policing unit. It is not active right now, but had some very good results. One officer is assigned to the domestic violence unit, doing lots of education and a tremendous job overall. There are 250 registered sex offenders living in the City and all are required to register with the Police Department. There are two officers assigned full time to the Computer Crimes Unit. Chief Osgood also described traffic enforcement and the Motorcycle Unit, one (motorcycle) of which is entirely grant funded. He said that there are 84 sworn officers authorized, and will have two vacancies by the end of April. All non-sworn positions are filled or are being filled. Mr. Cotsana asked about veterans' preference in hiring. Chief Osgood said that there are not very many applicants who are veterans. Some grants require the hiring of veterans. Mr. Cotsana asked about reports of gunshots on Loudon Road. Chief Osgood said that there have been no conclusive findings. Mr. Carter said that he can hear gunshots, sometimes several, from Portsmouth Street. Chief Osgood said that the police range is on North Pembroke Street. Mr. Carter said these are definitely in the Portsmouth Street area. Mr. Edwards cited a piece in the *Concord Monitor* and asked Chief Osgood if the City had a prostitution problem. Chief Osgood said not necessarily, but there is some activity linked to drug use.

Mr. Edwards asked about medical marijuana facilities. Chief Osgood said that two companies have applied and that he and the Fire Chief have met with both companies. His concerns are the impact to the community and on traffic. He does not foresee a problem from the law enforcement end. Councilor Grady Sexton asked what is driving the increase in traffic citations. Chief Osgood said that the use of motorcycles and the dedication of 1-2 officers per shift in a pilot program had an impact on enforcement.

Chief Osgood talked about his priorities. Community policing in the Community Services Division is important, addressing problems of drug use, homelessness, and untreated mental illness. There is a changing model of traffic safety. Councilor Grady Sexton asked about the New African American community. Chief Osgood said that he meets regularly with the leadership of New American Africans to address approaches to substance abuse, domestic violence, language barriers, and driving issues. Mr. O'Neill asked about whether the Lutheran Church is supporting this population. Chief Osgood said that the name is now Ascentria and that there is very strong support for the first six months. There are still issues with a fear of the police. Many children are fluent in English.

Ms. Brown asked about what has happened in the aftermath of police involved shootings in other states. Chief Osgood said that the Concord Police are not highly militarized and have a very strong reputation in and a very good relationship with the community. Mr. Carter stated his support for the Concord Police Department. Mr. Bourque asked if there

was anything needed from this board in terms of support. Chief Osgood said he is not seeking additional personnel beyond the authorized 84 sworn positions in FY16. However, if drug use and other factors continue to impact law enforcement response in the community he does not rule out seeking to increase sworn police staff in FY17 or beyond.

Councilor Grady Sexton asked Chief Andrus to review his report. Chief Andrus reviewed emergency call statistics, noting a 5.35% increase in calls overall and a record year at over 7,600 calls in 2014. Emergency medical services had 303 additional calls over 2013. There is no clear reason for what is driving that. Some of the factors likely include an aging population and demographic issues around substance use and mental illness. The cold weather shelters for the homeless close on April 1<sup>st</sup> and that presents several public safety problems from both the fire and emergency medical services perspectives. A few years ago, 38% of patients were over the age of 65. He will continue to analyze trends.

Chief Andrus reviewed 30 major accomplishments cited in his report. He said that there was not enough time to thank all of the people who made these things happen. He did point out the successful grant from the federal government for self-contained breathing equipment. Administrative Specialist Erin Newnan lead the work on this grant. After the original grant was announced, she challenged the basis on which the funding level had been obtained and received an additional \$111,690 for the City, for a total of \$483,516. The new breathing equipment will arrive in the spring and will incorporate two cycles of standard changes and will reflect the most current technology for firefighter safety. Ms. Newnan was also instrumental in procuring a grant for water rescue equipment. The Department has also applied for a grant for fire sprinklers for the four fire stations. Chief Andrus said that a department that he formerly worked for had a fire station fire on March 3<sup>rd</sup> that caused over half a million dollars in damage and forced the closure of the station for six months. Seven firefighters narrowly escaped with their lives, using a slide pole to escape the flames and smoke. Chief Andrus also thanked the Concord Fire Officers Association and the Concord Professional Firefighters Association for their hard work in major community support projects. Both unions worked successfully to obtain winter coats for 153 needy children in Operation Warm, as well as continuing the traditional boot drive for the Muscular Dystrophy Association.

Chief Andrus said that a large majority of the year's accomplishments were made through the efforts of Deputy Chief Sean Toomey. The department is fortunate to have a registered fire protection engineer as second in command of the department with his strong skill set in project management and technical expertise in building and fire codes.

Chief Andrus turned next to recommendations. It is critical to have a comprehensive study on station locations to assure that the service network is located with maximum advantage to provide services to the City, now and with growth and changing demographics in the future. He said that the stations range from 49 to 34 years in age and

it is important to assure that they are properly located and that a facilities needs study is necessary to assure that building systems needs are identified and addressed in a way that avoids costly repairs and potential service disruptions. He also identified the need for an additional person within the EMS and Professional Standards Bureau with the strong emphasis on quality assurance and emerging programs in mobile integrated health care, using emergency medical resources to address community health needs. He also pointed to increased workload demand in public assembly inspections and other unmet needs as signaling the need for an additional assistant fire marshal. One event that showed the need for additional prevention needs occurred in August, when it was discovered that the Vegas Block lacked critical fire safety features, such as a working sprinkler system. A fire would have taken dozens of lives, likely including firefighters. The Fire Marshal successfully defended a court challenge to the evacuation of occupants by bringing the judge on site and making a very compelling presentation that the building was uninhabitable.

A position in the Fire Alarm and Traffic Bureau was eliminated in 2009, leaving the superintendent to work alone. This bureau generates \$226,000 in revenue each year and needs additional staff to assure that appropriate maintenance is performed in a timely fashion. There is also a need to add an additional firefighter to the tower ladder company. The nature of ladder company work, including ventilation, rescue, and salvage, requires that the crew be split and, with a team of three, one person often winds up working alone in very hazardous questions.

Mr. O'Neill said that he is glad that the Fire Explorer program is going well. He encouraged the Police Department to consider starting an Explorer Post. Chief Andrus was asked if this is a possible way to recruit new candidates for the department. Chief Andrus said, yes, absolutely. He is pleased that, of 30 "graduates" of the program, nine are females.

Mr. Carter asked about the qualifications for the department's new breathing equipment. Chief Andrus said that all members with emergency scene duties are qualified with the equipment. Mr. Bourque asked about the need for an additional person in the EMS and Professional Standards Bureau. He said that much of that work has been performed in the past by the Paramedic Lieutenants. Chief Andrus said that the demands on the Paramedic Lieutenants have changed dramatically with their assignment as engine and truck company officers, a call load that has doubled over the last several years, and the implementation of a very robust quality assurance system requiring review of patient care reports. The state is also moving away from hours-based recertification standards to focus on competencies and this will also impact their traditional role in teaching. Mr. Bourque said that he voted against creating the Fire Marshal position several years ago because he felt that creating an additional chief officer position would not address fire prevention workload needs. Chief Andrus said that both workload needs and comparison with other departments clearly support an additional fire prevention position. Mr. Bourque said that he is concerned that the Department is getting too top heavy and that

deregulation and delegation are important. Chief Andrus said that he agreed and that the new positions were at the level of company officers, not chief officers, and that their work would be a direct investment in training and prevention with immediate benefit to the Department and the City.

**Motion: It was duly moved and seconded to accept both reports as written.  
The motion passed unanimously.**

**Next Meeting**

The next meeting to review this matter will be scheduled at the call of the Chair.

**Adjournment**

Mr. Cotsana moved to adjourn the meeting. Mr. Carter seconded the motion. The motion passed unanimously.

The Board adjourned at 4:40 p.m.

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MINUTES OF THE CONCORD PUBLIC LIBRARY TRUSTEES' MEETING

April 6, 2015

Present: Chris Casco, Megan De Vorsey, Inez McDermott, Paula Miner, Mary Beth Robinson, Chair, , and Library Director Todd Fabian.

Mike Jache, City Treasurer, gave a report to the Trustees on the trusts that benefit the library. The trusts are doing well. Over the past five years, the trusts have gained \$957,661.64. The dedicated trusts include the William Thayer fund, the Henry Kimball fund, the B.A. Kimball fund and the Chester Larson fund. These funds contribute the largest portion to the library.

After Mike Jache's report the Chair called the Trustees' meeting to order at 7:10 p.m.

The minutes of January 6, 2015, and March 2, 2015, were approved unanimously.

Library Director's Report:

Todd Fabian gave the Director's Report:

- a) The reaction to the community center was favorable, but the immediate future of the community center is not certain due to other capital improvements ongoing at present such as the Main St. Project.
- b) The new roof on the Library has been moved up.
- c) The Director is contemplating new hours for the new fiscal year. The Library would open one hour earlier and close one hour earlier. The new hours would be: M-Th: 9-8, F: 9-5:30, Sat.: 9-5, Sun.: 12-5. The City would gain an additional half hour of library time. The Trustees voiced their approval of the new hours.
- d) The City budget process is going smoothly.

CPL Foundation Update:

Mary Beth Robinson reported on the Foundation. There will be a donor event in the library and alcohol will be served. The fund drive by the Foundation exceeded expectations.

New Business:

Inez McDermott announced that she would leave the Trustees at the expiration of her term. Mary Beth Robinson announced that she would step down as Chair, but wished to remain on the Trustees. The Trustees decided to form a nominating committee to fill the open position and to fill the leadership positions for the next year.

Old Business: No old business.

Adjourned 8:35.

Respectfully submitted, Megan De Vorsey, Secretary Pro Tem.





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Steering Committee  
Concord's Plan to End Homelessness  
Meeting 4/14/15  
2 pm- 4 pm  
Greater Concord Chamber of Commerce  
49 South Main Street

Minutes  
***DRAFT 2 (with correction)***

**Present:**

Ellen Groh; CCEH (also taking minutes)

Visitors/presenters

Billy and Sandy Boulanger- Corban Center, feed homeless at Centerpoint

Lorrie Dale- McKenna house

Steering Committee Members:

Bill Davis

Peter Evers

Tim Sink

Ruth Perencevich

Jackie Whatmough

Claudia Walker

Pamela Puleo

Ron White (arrived late and left a little early)

Steve Duprey (arrived late)

Absent Steering Committee Members:

Byron Champlin

Lew Feldstein

Robert Hirschfeld

Nicole Shultz-Price

Meeting called to order by Bill Davis.

**Approval of February 17, 2015 minutes-** Tim moves, Jackie seconds. Approved.

**Update on McKenna House expansion from Lorrie Dale and Bill Davis:**

Bill is realizing that not everyone understands the program at McKenna. It is an opportunity to get back into society. The planned expansion of McKenna is part of what Steering Committee is hoping to do- relieve problems of individuals and community of people needing home.

McKenna is the only full time shelter in Merrimack County (for individuals). Laconia and Manchester are the closest other shelters. Current capacity for 19 men, 7 women (26 total.) Has been in operation around 34 years. It's a temporary emergency shelter, but really more than that. People staying there are referred to as residents, not guests. It

becomes their home. It's a dry shelter. Drug tests and breathlizer used to ensure compliance with rules. This is important because people are in recovery; it would not be fair to them to have people under influence of drugs or alcohol around.

Residents must do 20 hrs/wk of community service or pay \$10 day. Residents can help at various non-profits, including Salvation Army store for community service. This reinforces that nothing in life is free, and has led to employment for some. No time limit for program. Mandatory case management. Not just a place to lay your head. They run AA, 12 step programs and more. 3 paid employees and a lot of volunteer and resident staff.

They turn away about 10 people a day. Beds fill immediately. People call in on list everyday.

248 came through last year. Length of stay ranged from 1 day to 1 year. You can put anyone in an apartment; the key is keeping them in the apartment. They take folks to look at apartments and connect with services. Want to make sure they are stable. People can always come back to McKenna and see us. They often come back for advice about legal issues, mediator, parenting skills, other. Even those who are asked to leave come back for help. They are a family, a community.

#### Expansion-

Basement will be storage. Now, residents can only keep 2 plastic bins. Will be able to hold some possessions for folks. Also a classroom space. First floor- the current men's dorm will be dining room. Now, can't all sit and eat at one time. Women are currently on second floor- not handicapped accessible. Increasing capacity to 13 women and will be on first floor and handicapped accessible. Increasing men's beds by 10 (to 29 men) and resident staff in separate area. Dormitory style.

Architect plans are tentative. The process with the Salvation Army – decisions have to go to Portland and then NY for approval.

McKenna is not a rehab center, but it is a dry shelter. Not fair to bring someone in under the influence when others are working to be out of such an environment. Their facility wouldn't be able to handle a population that is drug addicted, or sexual offenders who shouldn't be next to the daycare next door.

You could technically sleep people on floor at McKenna with the expansion, but important to keep this program in tact, so it would not be appropriate as the winter overflow shelter space.

They've gotten no opposition from neighbors for the expansion; they got letters of support from City and some neighbors.

Capital campaign for the expansion- working on that now. They have internal funds they can use, but have been using interest on those funds for operating costs. So they are trying to raise the \$675,000 cost so they don't have to dive into the trust funds. If there is

no community response to fundraising, they would reconsider the expansion. They are over \$30,000 already on the soft-rollout of capital campaign. They have loyal following of donors and have some larger donors interested.

Pamela- what would Lorrie recommend for filling gap caused by closing of cold weather shelters? Lorrie- Her personal opinion- it was a lot smaller when it first started. In recent years, people came from all over, not just from Concord. Communities need to take care of their own people. If a shelter gets federal funds, they have to accept people from all over. Advises people to go out (safely) to tracks to see the camps where people are now living.

**Update on state budgeting process:** Ellen requests everyone to contact State Senators. The House budget cut the funding for homeless services by ½. The Senate needs to hear from voices other than the traditional service providers that these services are critical, and request level funding of these services. This is the funding the CCEH applied for to provide caseworker support for the Housing First permanent housing initiative.

Comments: the fact that these cuts affect veterans and families with children will get the attention of the Senators.

Updates from Ellen on Plan: a report was sent out to Steering Committee late last week, along with a copy of a handout that has been used at various public education events (Rotary presentation, Souperfest event.) Ellen went over high points:

**Resource Center** will move on Friday May 1<sup>st</sup>. Plan to have shower and laundry. For now, same hours of 9 am -1 pm.

**Response to closing of cold weather shelters:**

Ellen went over the 5 "boxes" in the handout showing the 5 components of the strategy we've been talking about to respond to closing of Cold Weather Shelters.

**Housing First-** Proposal has been drafted and is going to John Hoyt at Concord Housing and Redevelopment for creating a preference for Section 8 vouchers for long term homeless people. Rental vouchers are essential to the HF component. It could be straight preference, or some alternating pattern, like every 3<sup>rd</sup> voucher that becomes available would go to a long term homeless person. Next steps will depend on reaction from Concord Housing staff. The hope is that they work with CCEH to present a final proposal, supported by staff, to the Board of Commissioners.

CCEH still waiting to hear about application for SGIA funds for caseworker support for the Housing First component. If not funded, CCEH will seek out private funds for this component.

**Increased Diversion:** CCEH applied to City for \$10,000 to increase staff capacity to divert people from entering shelters during winter months (increasing hours by 20 hrs/wk for 6 month period.)

Coordinated Assessment, required by HUD and BHHS, should also help these diversion efforts.

Discussion by Steering Committee about Coordinated assessment and housing first component, and who is making decisions on these things: Bill would like to see a plan of how people are prioritized for HF. Ellen: It will be by length of homelessness and vulnerability, using nationally recognized vulnerability tool. Bill wonders if Housing First component should be set up as a separate entity. Bill thinks Steering Committee is responsible for making sure this happens; i.e., if the HF model needs to be funded separately, and no one steps up to do it, the next step would be for Steering Comm to go back to the City and recommend the City set up an entity to do this.

Ellen: doesn't think the City has the capacity to create a separate entity to bring the Housing First model to Concord. CCEH is working to bring the necessary pieces together, by engaging affordable housing developers, seeking rental vouchers, and seeking funding for caseworker support.

Discussion on role of Steering Committee and role of CCEH. Role of Steering Committee is to advise and monitor progress on Plan's goals.

**Discussion about smaller overflow shelter:** CCEH has made request through interfaith council to see if any faith organization is willing to serve as host site. Decisions in these organizations take time; CCEH wants to know if many already know it wouldn't be possible, and if any think it is at least a possibility. Next step would be to return to Mayor and City manager to discuss "Plan B"- what is possible location for smaller overflow shelter.

**Presentation about Corban Center-**

The serve free lunch to people on Saturdays at Centerpoint. They form direct relationships with people who are homeless, use the term "friends" rather than clients.. Help people transition into apts. Based in Epsom. Food is a way to attract people to get to know people on a personal level. They could help get info on how long someone has been homeless. But you need to demand accountability so people can feel needed. 25 to 64 people at lunches. Toxic Charity- a great book to read.

**Discussion about approaching County Commissioners,** recognizing this is a regional issue, not just a Concord issue.

Comments and discussion:

The County has a tax mechanism. We need to say, the cost of dealing with homelessness issue is x, and each town should be assessed on some per capita basis.

Comment: We need to be careful of what message we are giving to the County- it should not be, send us some money and then it's ok to send all homeless people to Concord. Each community should be helping the homeless people in their own community.

Should have a county-wide committee/task force on homelessness to think about the problem and solutions.

Every city feels they have their own unique issues, but prison and state hospital do make Concord unique. The prison still releases people into homelessness.

Homeless people came to cold weather shelters all the way from Portsmouth. This problem of homeless people being sent to other cities for shelter must be a problem in other states too.

Bill noted Steering Committee has been meeting for 6 months. How do we feel its going? What would you tell someone if they asked what is Steering Committee doing. Pamela said she'd refer to the handout with 5 components.

If county would buy into the idea that this is a county-wide issue, that's important.

When we approach county, important to stress that other counties have more than one shelter, Merrimack county only has one (for individuals.)

Could go to food pantries in other towns and see how many people being served- it would give you an idea of how many in those towns are teetering on edge of homelessness, and might end up in Concord if they lose their housing.

It would be easier for the county delegation to impose a tax to help pay for solutions than for local boards of selectmen to try to raise money in their town budgets.

Fear about creation of Section 8 preference for long term homeless people- you may be creating more homelessness because person who has been waiting so long and got "bumped" in line could be on the edge of homelessness.

Ellen asked who would like to go see Commissioners: Bill, Steve, Tim, (and Ron had left, but has shown interest in this and would probably want to be part of this. Ellen will send a doodle scheduler out for a meeting to hone the message/request to the County commissioners.

Ellen- referenced e-mail sent to Steering Committee members earlier in the day regarding appointing a person with lived experience of homelessness to Steering Committee. CCEH recommended joanne St. Hilaire (j) who currently serves on CCEH board; her bio was sent with the e-mail. Process is to send bio to Mayor Bouley for appointment at next City Council meeting. Everyone in agreement to nominate j to the Steering Committee, and saw no conflict with her serving on CCEH board as well.

Meeting adjourned at 4 pm.





## Engineering Services Division

# Traffic Operations Committee

Meeting Minutes – April 21, 2015

**Attendees:** Rob Mack, PE, PTOE, Engineering Services  
Jim Major, General Services  
Kevin Partington, Concord Police Department  
Matt Cashman, Concord School District  
Rick Wollert, Fire Alarm Division

### A. Regular Discussion Items

- 1) Overview of city-wide crash data, including prior-month crash summary and discussion of select crash locations, circumstances and potential action.

DISCUSSION / ACTIONS: None. Data not available.

- 2) City Council meeting update.

DISCUSSION / ACTIONS: At its April 13, 2015 meeting, City Council accepted TPAC's report and recommendation and set a May 11 public hearing to amend the city's Comprehensive Transportation Policy.

- 3) Transportation Policy Advisory Committee (TPAC) update.

DISCUSSION / ACTIONS: At its March 26, 2015 meeting, TPAC finalized and approved a proposed amendment to the city's Comprehensive Transportation Policy.

### B. On-going Discussion and Action Items.

- 1) None.

### C. New Discussion and Action Items

- 1) Discussion of periodic blockage of Sewalls Falls Road by queued vehicles waiting to pick up students at Beaver Meadow School (*Police: 3/27/15*).

DISCUSSION / ACTIONS: At issue is an observation by police staff that vehicles are standing on and along Sewalls Falls Road near Beaver Meadow School in the afternoon prior to school release time waiting to pick up students and potentially blocking through traffic movement along the street. The issue becomes more pronounced in winter with snow banks along the street causing stopped vehicles to encroach further into the travel lanes.

Rob Mack visited the site and observed traffic operation before and during the school release period. Due to buses waiting near the school front door, there was limited driveway and parking lot space to accommodate parents in vehicles waiting to pick up students. Over two dozen vehicles were queued along the northbound and southbound sides of Sewalls Falls Road approaching the school driveway. These vehicles parked partway off the edge of the road and did encroach in the travel way, restricting two-way travel for about 10 minutes. After the buses left the school, parent vehicles slowly filed into the school driveway. At this time, all the Sewalls Falls vehicles pulled fully into their respective travel lanes to alternately enter the school driveway as space allowed. For a few minutes, Sewalls Falls Road through traffic was fully blocked and any through vehicles had to wait behind the line of school-related traffic.

On the school site, staff was observed controlling the parent-pickup operation. A very efficient operation was observed, with an advance staffer recognizing an approaching driver and sending word ahead via walkie-talkie that the particular student's parent or guardian was next in line to pick them up. Respective students were ushered to the pick-up area and quickly boarded into the vehicle as it arrived. Matt Cashman noted that the current parent pick-up system has been in place for about five years and has been a marked improvement over prior operations insofar as managing student pick-up traffic.

Regarding emergency response access, neither the police nor fire department was aware of any incidents where responders were affected by the subject condition. It was noted that all observed standing traffic had drivers in the cars, thus if there was an emergency responder approaching, the standing vehicles would be able to make way for the responder. This was different than the condition observed in past years at Abbott-Downing and Broken Ground Schools, where some parents would leave their vehicles parked and unattended along the street and walk into the school grounds to pick up students.

TOC members concurred that the current condition seemed to be working about as well as possible given constraints within the school grounds. As no adverse traffic issues had been reported in the last five years, and as no simple solution appeared available, it was felt that the current operation was reasonable. If in the future, traffic flow impedence due to standing vehicles becomes a significant issue, an option could be to post no parking along the west side of Sewalls Falls Road (along the cemetery) and let all waiting vehicles queue only along the east side of the street (as approached from the N. State/Sewalls Falls intersection).

#### **D. Open Discussion Items**

- 1) Staff response to miscellaneous inquiries (refer to correspondence in agenda packet).**

DISCUSSION / ACTIONS: None.

Respectfully submitted,

Robert J. Mack, PE, PTOE, Traffic Engineer  
Chair, Traffic Operations Committee

***The next Traffic Operations Committee meeting will be held on  
Tuesday, May 19, 2015 @ 12:00 PM in the 2<sup>ND</sup> Floor Conference Room.***



**Bonenfant, Janice**

**From:** colinvo=vanostern.com@mail.salsalabs.net on behalf of Colin Van Ostern  
 <colinvo@vanostern.com>  
**Sent:** Monday, April 13, 2015 1:50 PM  
**To:** \* City Clerk  
**Subject:** Council Report

AD

Friends,

AS A REMINDER: On Wednesday, 4/15 at noon at Rochester City Hall, I will host a public hearing with Fairpoint executives about NH consumer service levels, with representatives from the Attorney General's office and Public Utilities Commission. This is open to the public to attend and/or speak. Please reply to this email if you need any further details.

At our meeting last week, the Council also approved 69+ items, including several impacting regions I represent:

- **IN CENTRAL NH:** Renewed a contract for the seniors farmers market nutrition program with Belknap-Merrimack Community Action Program; and for local Women, Infants, and Children supplemental food and breastfeeding peer counseling.
- **IN THE MONADNOCK REGION:** Local Women, Infants and Children supplemental food and breastfeeding peer counseling; a grant for the Falls Brook Restoration project in Swanzey; a grant for a base station radio in the Emergency Operations Center in the town of Lempster; and federally-funded contracts for archaeological firms, including Monadnock Archaeological Consulting of Stoddard, to be on-call to undertake investigations as they emerge in other construction projects.
- **IN STRAFFORD CO:** Local Women, Infants and Children supplemental food and breastfeeding peer counseling.
- **STATEWIDE:** Tabled until a future meeting (at my request) a potential donation from a French trade region to bring NH wine buyers to France in June to meet with suppliers at a major international wine expo; coordination of a series of public health emergency training scenarios; enhancements to online Medicaid data; extending deadlines to implement the Controlled Drug Prescription Health & Safety Program; and accepted a federal grant for advancing wellness education.
- **APPOINTMENTS:** For a vote at our next meeting, Governor Hassan nominated Vicki Quiram as the new Commissioner of Administrative Services; Kevin O'Brien as Assistant Commissioner of Safety; and 9 others (full list below)

Our next meeting will be on Wednesday, 4/22 in Concord at 10am; as always, let me know if you have any questions or feedback.

Sincerely,  
 Colin  
 Executive Councilor, District 2

#### FULL 4/8 AGENDA

(or follow the links below for documentation of each item)

## **FULL INFORMATION ON ITEMS MENTIONED ABOVE**

### **1. DETAIL: CENTRAL NH**

**#21** Authorized a renewal option and amend a contract with Community Action Program of Belknap and Merrimack Counties Inc., Concord, NH (originally approved by G&C on 8-14-13, item #37), to provide nutritious fruits and vegetables benefits to low-income seniors participating in the Senior Farmers' Market Nutrition Program, by increasing the price by \$273,984 from \$173,810 to \$447,794, and by extending the completion date from September 30, 2015 to September 30, 2017. **100% Federal Funds.**

**#25** Authorized a renewal option and to amend four contracts with vendors as detailed in letter dated February 17, 2015, (originally approved by G&C on 5-15-13, item #'s 47, 48, and 49), to provide statewide Women, Infants and Children, Commodity Supplemental Food Program, and Breastfeeding Peer Counseling program services to low income women, children, and seniors, by increasing the price by \$6,555,737 from \$6,649,815 to \$13,205,552, and by extending the completion date from June 30, 2015 to June 30, 2017. **100% Federal Funds.**

### **2. DETAIL: MONADNOCK REGION**

**#25** Authorized a renewal option and to amend four contracts with vendors as detailed in letter dated February 17, 2015, (originally approved by G&C on 5-15-13, item #'s 47, 48, and 49), to provide statewide Women, Infants and Children, Commodity Supplemental Food Program, and Breastfeeding Peer Counseling program services to low income women, children, and seniors, by increasing the price by \$6,555,737 from \$6,649,815 to \$13,205,552, and by extending the completion date from June 30, 2015 to June 30, 2017. **100% Federal Funds.**

**#45** Authorized to enter into a grant with Cheshire County Conservation District, Walpole, NH, in the amount of \$16,340 for the *Falls Brook Restoration Project*, in the town of Swanzey, Cheshire County. Effective upon G&C approval through April 30, 2017. **100% Other Funds State Conservation Committee.**

**#63** Authorized the Division of Homeland Security and Emergency Management to enter into a grant agreement with the Town of Lempster for the purchase of a base station radio for the Emergency Operations Center for a total amount of \$3,714. Effective upon G&C approval through September 30, 2015. **100% Federal Funds.**

### **3. DETAIL: STRAFFORD COUNTY**

**#25** Authorized a renewal option and to amend four contracts with vendors as detailed in letter dated February 17, 2015, (originally approved by G&C on 5-15-13, item #'s 47, 48, and 49), to provide statewide Women, Infants and Children, Commodity Supplemental Food Program, and Breastfeeding Peer Counseling program services to low income women, children, and seniors, by increasing the price by \$6,555,737 from \$6,649,815 to \$13,205,552, and by extending the completion date from June 30, 2015 to June 30, 2017. **100% Federal Funds.**

**#35** Authorized the Bureau of Environment to enter into two pre-qualified, low bid, cost-based contracts for a combined total of \$450,000 with the firms: (1) Monadnock Archaeological Consulting LLC, Stoddard, NH, for \$240,000 and (2) Northeast Archaeology Research Center Inc., for \$210,000 to undertake certain cultural resource investigations involving Pre-Contact, Native American archaeological studies for transportation purposes. Effective upon G&C approval through April 30, 2018.

**#36** Authorized the Bureau of Environment to enter into two pre-qualified, low bid, cost-based contracts for a combined total of \$450,000 with the firms: (1) Monadnock Archaeological Consulting LLC, Stoddard, NH, for \$240,000 and (2) Hartgen Archaeological Associates Inc., Rensselaer, NY., for \$210,000 to undertake certain cultural resource investigations involving Pre-Contact, Native American archaeological studies for transportation purposes. Effective upon G&C approval through April 30, 2018.

#### **4. STATEWIDE PROJECTS AND POLICIES**

**#B.** Authorized to accept a donation from the Languedoc Sud de France, in the amount of \$2,750 for hotel accommodations, meals and transfers in Bordeaux, France for one Liquor Commission employee to attend the 2015 Vinexpo Wine Exhibition in Bordeaux, France from June 13-20, 2015.

**#5** Authorized to enter into an agreement with the Olson Group Ltd., Alexandria, VA, to facilitate and coordinate a series of scenario-based public health emergency exercises with a price limitation of \$701,275. Effective upon G&C approval through January 31, 2019. **100% Federal Funds.**

**#14** Authorized to amend an existing **sole source** contract with Deloitte Consulting LLP., Harrisburg, PA, (originally approved by G&C on 10-3-12, item #36), to enhance the security of Medicaid data within the integrated eligibility domain, by increasing the price by \$4,368,000 from \$50,224,543.33 to an amount not to exceed \$54,592,543.33. Effective upon G&C approval through the original completion date of September 30, 2016. **90% Federal, 10% General Funds.**

**#55** Authorized to **retroactively** amend item #36, originally approved by G&C on February 28, 2014, by extending the end dates from March 31, 2015 to June 30, 2015 to complete the implementation of the Controlled Drug Prescription Health and Safety Program. No Additional Funds. (2) Further Authorized to **retroactively** amend the request to establish a temporary full-time position, Class 059, Administrator I, Labor Grade 27 (originally approved by G&C on 2-28-14, item #36), by extending the end date from March 31, 2015 to June 30, 2015. (3) Further Authorized to **retroactively** further amend the request to extend the temporary part-time position, Class 50, Administrator I, Labor Grade 27, (originally approved by G&C on 2-28-14, item #36) from March 31, 2015 through June 30, 2015. **100% Transfer from other State agency. Contingent upon Fiscal Committee approval on April 3, 2015.**

**#57** Authorized to accept and expend the NH "Now Is The Time" Project Advancing Wellness and Resilience in Education Grant funds in the amount of \$1,949,991 from the US Department of Health and Human Services. The balance of the \$9,749,959 grant which is \$7,799,968 will be incorporated into the next two biennial budgets. (2) Further Authorized to establish full-time positions as detailed in letter dated January 12, 2015. Effective upon G&C approval through June 30, 2015. **100% Federal Funds. Contingent upon Fiscal Committee approval on April 3, 2015.**

#### **5. DETAIL: APPOINTMENTS AND NOMINATIONS**

( \* = District 2 Resident)

***New Nominations by Governor Hassan:***

**Major, NH Air National Guard**

Natalie Jean Friedenthal, Concord, NH\*

**Commissioner of the Department of Administrative Services**

Vicki V. Quiram, Bedford, NH

**State Conservation Committee**

Earle Chase, Center Barnstead, NH \*

**Director of the Division of Waste Management at the Department of Environmental Services**

Michael J. Wimsatt, Concord, NH \*

**Medical Review Subcommittee**

Colin O'Brien, Amherst, NH

**Board of Medicine**

Michael Barr, Nashua, NH

**Advisory Board on Private Investigative Agencies and Security Services**

Quentin R. Estey, Peterborough, NH

**Assistant Commissioner of the Department of Safety**

Kevin P. O'Brien, Concord, NH \*

**Volunteer New Hampshire Board of Directors**

Clare J. Chapman, Shelburne Falls, MA

Christine Williams, Bedford, NH

***Confirmed by the Council:***

Garrett G. Miller, Hampton, NH to the Aviation Users Advisory Board

Richard L. Cram, Gilford, NH to the Family Mediator Certification Board

Joseph M. Wichert, Manchester, NH to the Board of Land Surveyors

Ruth B. Ward, Stoddard, NH to the Rivers Management Advisory Committee \*

William J. Cass, Laconia, NH to the Assistant Commissioner of the Department of Transportation

Anthony Andre Belanger, Tilton, NH to the Waste Management Council

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Box 193, Concord, NH 03302. Colin Van Ostern, fiscal agent.

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THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



JEFF BRILLHART, P.E.  
ACTING COMMISSIONER

Statewide  
28513/X-A003(762)  
Milled Rumble Strips

Bureau of Highway Design  
Room 200  
Tel: 603-271-2171  
Fax: 603-271-7025

APR 15 2015

April 10, 2015

City of Concord  
City Council  
41 Green Street  
Concord, NH 03440

Dear Mr. Aspell:

My name is Ronald Grandmaison and I am a Project Manager with the NH Department of Transportation (NHDOT). I would like to take a few moments to offer some information to the City Council regarding an ongoing safety effort the Department has undertaken throughout the State that initiated an upcoming project along a State owned roadway within your city.

The Department of Transportation has proposed a project for next year that involves installation of milled rumble strips (centerline and/or shoulder) along two lane roads throughout the State to improve safety by reducing lane-departure crashes. The specific road within your community where rumble strips are being proposed is along the Loudon Road (NH Route 9) east of NH 106. NH Route 9 is one of twenty-five corridors across the state seeing these evaluations being completed. We are planning on completing the remaining corridors in the coming years. The evaluations and prioritization for installation are based on crash history and the roadways conformance with the Department's *Guidelines for the Installation of Milled Rumble Strips* (attached).

Why install rumble strips? They are one of the nine FHWA Proven Safety Countermeasures to address crashes that occur in the focus areas of intersections, pedestrians, and roadway departure:



Run off the road (ROR) crashes and head-on collisions due to fatigued, inattentive, or otherwise impaired drivers are a major contributor to New Hampshire's fatal and injury crashes. Rumble strips are placed as a countermeasure for driver error, rather than roadway deficiencies. Milled shoulder rumble strips/stripes (SRS) and milled centerline rumble stripes (CRS) are a low-cost safety measure that alerts drivers when they drift from their travel lane, providing an opportunity for the driver to maneuver their vehicle out of harm's way. Another recognized benefit of shoulder rumble strips/stripes is that they alert pedestrians and bicyclists of possible danger from errant vehicles approaching from behind that leave the travel way and enter the shoulder area. Roadway departure fatalities, which include runoff-the-road (ROR) and head-on fatalities, are a serious problem in the United States. In 2003, there were 25,562 roadway departure fatalities, accounting for 55 percent of all roadway fatalities in the United States. That same year:

- More than 16,700 people died in ROR crashes (39 percent of all roadway fatalities).
- Head-on crashes 12 percent of all fatal crashes


Source: FHWA website

<http://www.fhwa.dot.gov/research/deployment/rumblestrips.cfm>

The funding we are using to install the rumble strips is Highway Safety Improvement Program (HSIP) funding and this funding cannot be used for paving or bridges, areas where, historically, NH has not had enough funding to meet the demands. Our Commissioner has been extremely outspoken regarding the condition of NH's bridges and roadways and has said that the State House needs to do something to increase revenue (like the recent Gas Tax) or continue to fall behind in the required maintenance of the State's infrastructure. Funding is 100% State and Federal funding with no funding required by the Town.

Please feel free to contact me at the number listed above or via e-mail should you have any questions or comments.

Sincerely,



Ronald J. Grandmaison, PE  
Project Manager

RJG/rjg

cc: Jim Marshall, Administrator, Bureau of Highway Design (via E-mail)  
William Lambert, Administrator, Bureau of Traffic (via E-mail)  
Richard Radwanski, District 5 Maintenance Engineer (via E-mail)  
Dean Wilson, District Construction Engineer (via E-mail)  
Central NH Planning Commission (via E-mail)

Attachment

# **NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION**

## **RUMBLE STRIP INSTALLATION GUIDELINES**

The following are guidelines established for the use of milled rumble strips/strips along New Hampshire roadways. Run off the road (ROR) crashes and head-on collisions due to fatigued, inattentive, or otherwise impaired drivers are a major contributor to New Hampshire's fatal and injury crashes. Rumble strips are placed as a countermeasure for driver error, rather than roadway deficiencies. Milled shoulder rumble strips/strips and milled centerline rumble stripes (CRS) provide low-cost highly effective safety solutions that alert drivers when they drift from their travel lane, providing an opportunity for the driver to maneuver their vehicle back into the proper travel way. Another benefit of shoulder rumble strips/strips is that they alert pedestrians and bicyclists of possible danger from errant vehicles that leave the travel way and enter the shoulder area. Because of their proven significant safety benefits at a relatively low cost (NCHRP Synthesis Report 641), a project specific cost to benefit analysis will not be required for these countermeasures to be Highway Safety Improvement Program funded.

### **General Design Guidelines for the Installation of Milled Rumble Strips/Stripes on New Hampshire Highways**

Milled Shoulder Rumble Strips (SRS) will be installed on all Interstate Highways, and similarly Limited Access divided highways to reduce the number of run off the road crashes. Milled SRS should also be considered on roadway segments and corridors with the following characteristics:

1. Posted speed limit of 40 MPH or greater.
2. Minimum of 6' wide shoulders.

Rumble "Stripes" will generally not be installed on Interstate or similar Limited Access highways, but may be used on median side shoulders or other facility types where determined advantageous by the Department.

- Milled Centerline Rumble Strips/Stripes (CRS/S) will be considered on an individual project-by-project basis to reduce the number of crossing the centerline road crashes. Milled CRS/S should be considered on roadway segments and corridors with the following characteristics:

1. Posted speed limit of 40 MPH or greater.
2. Pavement width of 28' or greater
3. Existing pavement in good condition and minimum wearing course depth of 1 ¼ inches (so that the installation of CRS will not accelerate pavement delamination and deterioration of the centerline pavement joint).

A public informational meeting will be held within the affected communities.

## **Specific Design Guidelines for the Installation of Milled Rumble Strips/Stripes on New Hampshire Highways**

**Installation procedures for Milled Shoulder Rumble Strips (SRS) on Interstate and similarly Limited Access divided highways:**

### **Right Side Shoulders**

- Depth shall be 1/2 inch
- Width shall be 16"
- Location shall be 30" from the outside of the edge line
- SRS shall not be installed on bridge decks.
- Terminate SRS 30' before at grade bridges and begin them 30' after. (This eliminates conflicts with at grade approach slabs.)
- Install SRS on fill over bridge structures

### **Ramp starting and stopping locations**

Off ramps: Terminate SRS when the shoulder either gets narrower than 6' or at the beginning of the concrete nose

Mainline: Begin at concrete nose for off ramp  
Terminate at end of concrete nose for on ramp

On ramps: Begin at end of the concrete nose as long as the shoulder is wider than 6' throughout the length of the acceleration lane

**Note:** At cloverleaf interchanges that have high volume and the acceleration lane is also the deceleration lane, consideration should be given to start the SRS 500' to 1000' beyond the off ramp nose

**Note:** If the ramp continues as a multi-lane roadway beyond the nose, consideration should be given during the design phase to extend SRS beyond the nose.

### **Left Side Shoulders (Median side)**

- Depth shall be 1/2 inch
- Width shall be 16"
- Location shall be directly beneath the edge line with the remaining 10" extending into the shoulder area.

### **Median Crossovers (Starting and Stopping locations)**

- When SRS are 30" off the edge line (shoulders greater than 6') terminate SRS 50' before and begin SRS 50' after.
- When the SRS are 6" off the edge line (shoulders 6' & less) terminate SRS 130' before and begin SRS 50' after.

**Installation procedures for Milled Shoulder Rumble Strips/Stripes and Centerline Rumble Strips/Stripes on NHS and other undivided 2-lane or 4-lane roadways:**

### **Shoulder Rumble Strips/Stripes (SRS)**

- Depth shall be 1/2 inch
- Width shall be 12"
- Location shall be either 12" from the outside of the edge line or directly beneath the edge line with the remaining 8" extending into the shoulder area
- Where bicycle traffic is anticipated;
  - Provide a minimum 4' clear area from rumble strip/stripe to edge of pavement.



- Provide a minimum 5' clear area from rumble strip/stripe where vertical obstructions are present (guardrail & curbing).
- Provide gaps of 12' in the shoulder rumble strips/stripes every 48' unless other breaks for major drives or sideroads are provided.

**Intersections, drives and climbing lanes – starting and stopping locations**

- If the highway has on and off ramps, terminate SRS at the edge line taper point
- Where right turn lanes exist – terminate at the beginning of the edge line taper of the turn lane
- Where no right turn lane exists - terminate SRS 300' before pavement radius of the side road
- Where no left turn lane exists (but many vehicles make this movement), terminate SRS 300' before the pavement radius of the side road.
- Begin SRS 150' after the radius of the side road
- At major commercial drives, use the guidelines noted above
- SRS will run by single resident & field driveways
- For truck climbing lanes, terminate SRS at the beginning of the edge line taper, unless the shoulder maintains a minimum width of 8'. Begin SRS when the edge line tapers back to normal and the shoulder has a minimum width of 8'.
- SRS will not be placed on segments of roadway that have more than 5 side roads and/or major commercial drives in a one-mile segment.

**Note:** Design should also take into consideration whether they should be installed in residential areas.

**Centerline Rumble Strips/Stripes (CRS)**

- Depth shall be 1/2 inch (passing zones included)
- Width shall be 12"
- Location shall be directly under the centerline

**Intersections with no turn lanes or painted islands - starting and stopping locations**

- Terminate CRS 25' before the end of the double yellow centerline
- Begin CRS 25' after start of the double yellow centerline

**Intersections with raised islands - starting and stopping locations**

- When approaching an island and at the point where the double yellow lines diverge, the CRS shall continue along the left double yellow line and terminate 25' before the end of the double yellow. If the double yellow becomes a single yellow terminate 25' before that point

**Intersections with left turn lanes - starting and stopping locations**

- Terminate CRS 25' before the end of the double yellow.
- Begin CRS 25' after the start of the double yellow.

**Intersections with Painted Islands - starting and stopping locations**

- At the point where the painted island starts (double yellow lines diverge), CRS shall only continue along the left double yellow line and terminate 25' before the end of the double yellow.

**Installation procedures for Milled Transverse Rumble Strips:**

- Rumble strips shall have a finished dimension of 4 inches (+/- 1/2 inch) wide in the direction of travel and a minimum of 11 feet long measured perpendicular to the direction of travel. The depressions shall have a trapezoidal shape with a maximum 3/8 inch depth. Rumble strips shall be placed in relation to the roadway according to the patterns shown on the plan.





THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



5078

140

WILLIAM CASS, P.E.  
ASSISTANT COMMISSIONER

April 22, 2015

RECEIVED

APR 27 2015

City of Concord  
41 Green Street  
Concord, NH 03301

RE: Highway Maintenance District 5  
Proposed Resurfacing Program CY 2015

CITY OF CONCORD, NH

For your planning information, the New Hampshire Department of Transportation has tentatively programmed the state road(s) on the attached list(s) in your town for paving during the coming season. If your town is affected, additional information will also be included regarding crosswalk and tip-down ramp work along existing sidewalk segments to address compliance with Title II of the Americans with Disabilities Act. Please review these carefully as some crosswalk locations require a response/agreement from the town be forwarded to the Department's Bureau of Traffic.

I hope this information will assist you in coordinating maintenance activities such as crosswalk striping, underground utility projects, trenching, and curb or sidewalk work. This is particularly important for manholes and other structures within the paving limits as significant depressions can develop if they are not set to the proper grade. If appropriate, please advise local utilities to prepare for the proposed resurfacing since it will be their responsibility to make adjustments as required to accommodate the paving.

*Please be aware that the State Legislature has delegated the Commissioner of the Department with the full authority to control traffic in highway/bridge construction work zones on Class I, II and III highways. Prior to commencement of the work, the Department will send notice of a preconstruction meeting. You are invited to attend this meeting as project schedule and anticipated traffic control measures are among the topics discussed.*

The Department, as of April 1, 2013, will only compensate for the use of police officers that have successfully completed an NHDOT approved course on the Safe and Effective Use of Law Enforcement in Work Zones

Should the program be changed due to funding considerations or pavement conditions, I will contact you. Once a contract and schedule of work has been approved, the Contractor is required to provide written notice to your town between 7 and 14 work days in advance of the final paving.

In addition to this work, District maintenance forces will grader-shim various sections of the secondary highway system as part of our routine maintenance program.

Should you have any questions, please feel free to contact me at 603-666-3336.

Sincerely,

Richard C. Radwanski, P.E.  
District Engineer



**District 5 Description of Resurfacing Sections**

(SB-367 Program)

- 5-101 Warner, NH 103, 3.7 miles, ¾" Paver Shim**  
From a pavement joint at the intersection of Schoodac Road (I-89 Exit 8) easterly to a pavement joint at the intersection of Warner Road. Work to include Schoodac Road from NH 103 to the I-89 NB off ramp.
- 5-102 Pelham, NH 111A, 2.3 miles, 1" H.B.P.**  
From just east of the intersection of Nashua Rd (Roundabout) easterly to the intersection of Tallant Road (2014 reclaim area).
- 5-103 New Boston, NH 136, 4.3 miles, ¾" Paver Shim**  
From the New Boston/Francestown Town line easterly to the intersection of NH 13.
- 5-104 Dunbarton, Everett Dam Road, 1.2 miles, ¾" Paver Shim**  
From the intersection of Mansion Road westerly to the Weare/Dunbarton Town Line.
- 5-105 Boscawen, Harris Hill/Tremont St, 0.4 miles, ¾" Paver Shim**  
From a pavement joint south of River Bridge at the Concord/Boscawen Town Line (Urban Compact), northerly to a pavement joint south of the roundabout at US 4.
- 5-106 Boscawen, US 3, 0.8 miles, ¾" Paver Shim**  
From the Boscawen/Concord line northerly for 0.8 miles to a pavement joint.
- 5-107 Weare, NH 149, 5.0 miles, ¾" Paver Shim**  
From the Weare/Deering Town line easterly to the intersection of NH 77.
- 5-108 Hopkinton-Concord, US 202, 4.4 miles, 1" Paver Shim**  
From the intersection of Garrison Lane in Hopkinton easterly to the intersection of Fisk Road (Concord Compact).
- 5-109 Chichester, Horse Corner Road, 0.5 miles, ¾" Paver Shim**  
From the intersection of US 4 westerly to the intersection of Towle Rd (end of State Maintenance). Place loop detectors at the US 4 intersection.
- 5-110 Goffstown-New Boston-Weare, NH 114, 4.5 miles, ¾" Paver Shim**  
From just north of Church Street (Goffstown Compact) northerly to a pavement joint 760 feet north of the intersection of Gould Road in Weare.
- 5-111 Londonderry, Peabody Row Rd, 0.5 miles, ¾" Paver Shim**  
From the intersection of NH 128 (Mammoth Road) easterly to the intersection of Buttrick Road.
- 5-112 Hooksett, NH 28A, 1.7 miles, ¾" Paver Shim**  
From the Manchester City Line northerly to the intersection of US 3. Include both ramps at US 3.

**District 5 Description of Resurfacing Sections**

(Base Program)

- 5-01 Derry-Chester-Auburn-Manchester, NH 121, 12.7 miles, 3/4" Paver Shim**  
From the Sandown/Derry Town line westerly to a pavement joint at the intersection of NH 28 By-Pass (Traffic Circle).
- 5-02 Pembroke, Academy/Buck Rd, 3.0 miles, 3/4" Paver Shim/ 1" High Strength**  
From the intersection of US 3 easterly to the intersection of NH 28. Place a 1-inch High Strength pavement and loop detectors at US Route 3 intersection.
- 5-03 Milford, North River/Center Rd, 2.8 miles, 3/4" Paver Shim**  
From the intersection of NH 13 westerly to the intersection of Apple Blossom Drive.
- 5-04 Milford, North River Rd, 0.8 miles, 3/4" Paver Shim/ 1" High Strength**  
From the intersection of NH 101 northerly to the intersection of Center Road. Place High Strength pavement and loop detectors at the NH 101 intersection.
- 5-05 Pelham, Old Gage Hill Rd, 1.9 miles, 3/4" Paver Shim**  
From the intersection of NH 38 easterly to the Massachusetts State line.
- 5-06 Milford-Amherst-Mont Vernon, NH 13, 4.4 miles, 3/4" Paver Shim/1" H.B.P.**  
From the intersection of North River Road (Milford Compact) northerly to a pavement joint just north of Francestown Turnpike in Mont Vernon. Place a 1" HBP wearing course in the locations where District is completing reclaim operations from the intersection of Secomb Road northerly to the intersection of Amherst Road (approximately 0.9 miles). Place a 3/4" paver shim in all other areas.
- 5-07 Mont Vernon, Amherst Rd, 0.5 miles, 1" H.B.P.**  
From the intersection of NH 13 easterly to the Amherst/Mont Vernon Town Line (End State Maintenance). Coordination shall be made with District Forces, District 5 will be reclaiming this section prior to the Contractor placing the pavement course.
- 5-08 Chichester, Main Street, 2.6 miles, 3/4" Paver Shim**  
From the intersection of NH 28 westerly to the intersection of US 4. Include Ramp at NH 28. Place High Strength pavement and loop detectors at the US 4 intersection.
- 5-09 Chichester, Canterbury Road, 0.8 miles, 3/4" Paver Shim**  
From approximately 0.6 miles from the Main Street intersection, westerly along Canterbury Road for 0.8 miles to the end of State Maintenance.
- 5-10 Henniker, NH 114, 0.2 miles, 1" H.B.P. Inlay**  
Cold plane and inlay the Bridge area over US 202/NH 9.



## **PROCLAMATION**

*In the year of our Lord Two Thousand and Fifteen*

***National Public Works Week: May 17 – 23, 2015***

**WHEREAS**, public works services are important to the health, safety, and well-being of Concord, New Hampshire's citizens; and

**WHEREAS**, these services can only be provided through dedicated public works professionals – including government and private sector employees who oversee water distribution, water treatment, wastewater treatment, sewer systems, equipment services, public properties, solid waste systems, city streets, and water utilities; and

**WHEREAS**, the support and understanding of an informed citizenry is vital to the efficient operation of public works systems; and

**WHEREAS**, the year 2015 marks the 55<sup>th</sup> annual National Public Works Week sponsored by the American Public Works Association;

**NOW, THEREFORE**, I, Jim Bouley, Mayor of the City of Concord, do hereby proclaim May 17 – 23, 2015 as this year's Public Works Week in Concord, New Hampshire, in recognition of the contributions of public works employees and the services they provide.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Concord to be affixed this \_\_\_\_ day of April, 2015.

**Attest:** \_\_\_\_\_

***Mayor Jim Bouley***







5 Oct 10

## PROCLAMATION

*In the year of our Lord two thousand and fifteen*

### *Proclamation in Recognition of the Capitol Ski & Outing Club*

- WHEREAS,** the Capitol Ski & Outing Club is a non-profit organization formed to promote outdoor activities in Concord and their mission is to promote and support cross country skiing and other outdoor activities in the Concord area; and
- WHEREAS,** the annual Ski and Skate Sale has a long standing tradition since the mid 1950's and has over 250 members volunteer their time to help run the sale every year; and
- WHEREAS,** the primary fundraising activity for the Capitol Ski & Outing Club is the annual Ski and Skate Sale; it is the largest one day ski sale north of Boston, with over 1,000 people purchasing equipment each year; and
- WHEREAS,** funds raised from the sale are used to support Concord High School cross country skiing and provides funding for three cross country grooming machines, grooming equipment and one Lite Trax machine; and
- WHEREAS,** trails are maintained and groomed at Memorial Field, White Farm and Carter Hill Orchard by volunteers and, while donations are graciously accepted, there are no charges for use of these trails. The Capitol Ski & Outing Club provides free cross country ski equipment to ski at Carter Hill Orchard; and
- WHEREAS,** proceeds from the sale also help to fund the Concord High School crew team; subsidizes transportation for children during winter vacations; subsidizes the Recreation Department's winter activities brochure; provides funding for the hockey team, band and many other groups and teams; provides funding for many other city activities; and
- WHEREAS,** for 37 years William Mitchell has participated in the Ski and Skate sale and for the past 31 years has directed the sale; and
- WHEREAS,** his wife Carol, son Chris and daughter Jill and her three children have worked alongside Bill at the sale to make this a true family affair. Bill, his family, and volunteers have donated countless hours to support winter and other outdoor recreation programs in Concord; and
- NOW, THEREFORE,** I, Jim Bouley, Mayor of the City of Concord, New Hampshire do hereby recognize the Capitol Ski and Outing Club. I further recognize William Mitchell, his family and all the volunteers for all the work and effort they put forth to help promote and support cross country skiing within the city.





Channel 6 - Education • Channel 17 - Government • Channel 22 - Public

www.yourconcordtv.org

Studio A: Concord High School, 170 Warren Street, Concord, NH 03301 • Ph: 603.226.8872

Studio B: Concord Community Center, 14 Canterbury Road, Concord, NH 03301 • Ph: 603.219.0210

50711  
12A  
RECEIVED

April 24, 2014

APR 28 2015

Thomas Aspell, Manager  
City of Concord  
41 Green Street  
Concord, NH 03301

CITY MANAGER'S OFFICE  
CONCORD, NH

Dear Tom,

The Concord Community TV Board of Directors and staff presented its live budget presentation on our channels on Tuesday, April 21<sup>st</sup>, as required by our agreement with the City of Concord.

I am pleased to provide you with the proposed budget for FY 2015-2016 that was passed by our Board at that meeting. The financial report reflects 37% of Franchise Fees (based on estimated amount of \$745,000) and includes comparisons as required by our agreement.

I have also provided, as per our agreement, explanations of significant year-to-year changes in numbers.

If you have any questions, please do not hesitate to call me at 226-8872 or email me at [doris@yourconcordtv.org](mailto:doris@yourconcordtv.org).

Sincerely,

Doris Ballard  
Executive Director

Concord Community TV  
Budget FY 2015-2016

		Actual Revenues and Expenditures FY 2012-2013	Actual Revenues and Expenditures FY 2013-2014	Current Year Budget Rev/Exp FY 2014-2015 Approved by Council @ 32% of \$745,000	Estimated Current Year End Rev/Exp FY 2014-2015 32% of \$745,000	Approved Budget Revenues and Expenses FY 2015-2016 FF Revenue based on 37% of \$745,000 (contracted amt)
		Column C	Column D	Column E	Column F	Column G
	<b>Revenue</b>					
4000	Franchise Fee	\$ 239,614.50	\$ 244,137.00	\$ 238,400.00	\$ 238,400.00	\$ 275,650.00
4020	Underwriting Income	\$ 2,400.00	\$ 2,250.00	\$ 2,500.00	\$ 1,700.00	\$ 2,500.00
4030	Contributions Income	\$ 1,750.00	\$ 3,000.00	\$ 2,000.00	\$ 3,835.00	\$ 2,000.00
4090	Memberships	\$ 450.00	\$ 150.00	\$ -	\$ -	\$ -
4100	Grants	\$ 6,224.00	\$ 10,836.00	\$ 6,000.00	\$ 13,000.00	\$ 5,000.00
4150	Misc. Income	\$ 6,660.00	\$ 349.34	\$ -	\$ 810.00	\$ -
4200	Tape/DVD Dubbing	\$ 1,641.51	\$ 1,469.00	\$ 1,300.00	\$ 1,056.00	\$ 750.00
4250	Tape Stock Sales	\$ 108.00	\$ 10.00	\$ 35.00	\$ -	\$ -
4350	Class and Workshop Fees	\$ 2,700.00	\$ 2,560.00	\$ 3,000.00	\$ 4,200.00	\$ 4,500.00
4400	Annual Fundraiser	\$ 3,952.00	\$ 2,712.00	\$ -	\$ 5,926.00	\$ 10,000.00
4510	Used Equipment Sales	\$ -	\$ 340.00	\$ 3,500.00	\$ 1,135.12	\$ -
4800	Interest Income	\$ 410.75	\$ 209.55	\$ 100.00	\$ 175.00	\$ 100.00
	<b>Total Revenue</b>	<b>265,910.76</b>	<b>268,022.89</b>	<b>\$ 256,835.00</b>	<b>\$ 270,237.12</b>	<b>\$ 300,500.00</b>
	<b>Expenses</b>					
5000	Marketing	\$ 1,431.36	\$ 1,965.85	\$ 500.00	\$ (30.12)	\$ 1,000.00
5010	Bank Service Charges	\$ -	\$ 5.08	\$ -	\$ -	\$ -
5030	Conference/Fees	\$ 2,631.87	\$ 1,032.50	\$ 850.00	\$ 950.00	\$ 5,000.00
5035	Training and Education	\$ 293.47	\$ 266.00	\$ 300.00	\$ 300.00	\$ 500.00
5040	Dues/Subscriptions	\$ 1,803.00	\$ 1,424.00	\$ 900.00	\$ 814.00	\$ 900.00
5050	Postage and Delivery	\$ 483.06	\$ 520.61	\$ 500.00	\$ 500.00	\$ 500.00
5060	Printing and Reproduction	\$ 1,326.48	\$ 1,253.62	\$ 1,150.00	\$ 1,500.00	\$ 1,500.00
5080	Tape Stock	\$ 239.00	\$ 547.20	\$ 500.00	\$ 500.00	\$ 500.00
5090	Telephone and Internet	\$ 3,022.55	\$ 4,573.89	\$ 4,260.00	\$ 4,450.00	\$ 5,100.00
5092	TelVue Streaming	\$ 2,700.00	\$ 3,000.00	\$ 3,000.00	\$ 5,656.50	\$ 6,000.00
5095	Website	\$ 233.37	\$ 233.37	\$ 250.00	\$ 233.37	\$ 250.00
5110	Volunteer Services and Events	\$ 854.98	\$ 1,487.20	\$ 500.00	\$ 16.53	\$ 500.00
5200	Health Insurance	\$ 14,838.15	\$ 11,443.08	\$ 23,000.00	\$ 20,000.00	\$ 28,000.00
5220	IRA Expenses	\$ 3,400.00	\$ 3,300.00	\$ 3,600.00	\$ 3,600.00	\$ 2,400.00
5300	Business Insurance	\$ 9,071.53	\$ 6,603.00	\$ 7,000.00	\$ 7,011.75	\$ 7,500.00
5330	Workers Comp	\$ 1,463.00	\$ 1,875.00	\$ 2,200.00	\$ 2,277.00	\$ 2,500.00
5410	Accounting/Audit	\$ 5,500.00	\$ 5,000.00	\$ 5,500.00	\$ 4,500.00	\$ 6,000.00
5415	Payroll Service	\$ 1,393.17	\$ 1,751.87	\$ 1,875.00	\$ 1,875.00	\$ 1,900.00
5700	Studio/Office Supplies	\$ 5,569.58	\$ 6,179.89	\$ 3,500.00	\$ 3,000.00	\$ 3,500.00
5999	State of NH Fees	\$ -	\$ 125.00	\$ -	\$ 75.00	\$ 75.00
6110	Automobile Expense	\$ 2,502.28	\$ 1,713.06	\$ 1,850.00	\$ 1,895.71	\$ 1,950.00
6300	Repairs/Maintenance	\$ -	\$ 2,436.81	\$ 1,000.00	\$ 65.43	\$ 2,500.00
6350	Travel/Meetings	\$ 883.14	\$ 1,114.59	\$ 600.00	\$ 600.00	\$ 500.00
6560	Payroll Expenses	\$ 178,018.17	\$ 180,345.33	\$ 194,000.00	\$ 193,289.86	\$ 184,345.00
6999	Uncategorized Expenses	\$ 203.52	\$ -	\$ -	\$ -	\$ -
7600	Reserve for Equipment	\$ -	\$ -	\$ -	\$ 5,926.00	\$ 37,580.00
	<b>Total Expenses</b>	<b>\$ 237,861.68</b>	<b>\$ 238,196.95</b>	<b>\$ 256,835.00</b>	<b>\$ 259,006.03</b>	<b>\$ 300,500.00</b>
	<b>Net Revenue</b>	<b>\$ 28,049.08</b>	<b>\$ 29,825.94</b>	<b>\$ -</b>	<b>\$ 11,231.09</b>	<b>\$ -</b>
	Depreciation Expense	\$ 43,452.62	\$ 50,609.00			
	<b>Net Revenue after adjustments of Depreciation Expense</b>	<b>\$ (15,403.54)</b>	<b>\$ (20,783.06)</b>			

Concord Community TV  
Live Budget Presentation  
April 21, 2015

Past and Current Fiscal Years  
**Budget Explanations**

**1. The annual live budget presentation is a requirement of our contract with the City of Concord:**

**Article 2B. Concord Community TV Agrees To:**

(e) Provide a budget by April 30th showing the next year's proposed revenues and expenditures, showing current year budget, estimated current year revenues and expenditures and two years previous actual expenditures with appropriate explanatory details. Explanatory details shall include the derivation of major revenues and expenditures, and explanations of significant year-to-year changes in numbers.

Note: Explanations in "red" are those of the approved budget for FY 2015-2016 (Column G), with explanations of significant changes in numbers from previous year(s).

**2. Report Explanations:**

**Columns C and D:** Two years previous actual revenues and expenditures (FY 2012-2013 and FY 2013-2014)  
**Column E:** Current year budget (FY 2014-2015)  
**Column F:** Estimated current year end revenues and expenditures (FY 2014-2015)  
**Column G:** Approved budget for FY 2015-2016

**3. Derivation of major revenues and explanations of significant year-to-year changes in numbers.**

**REVENUES**

**Acct. #4000: Franchise Fees: Budgeted \$275,650**

Revenue based on the receipt of 37% franchise fees based on last year's projected revenues in City Budget of \$745,000.

**Acct. #4100: Grants**

**Budgeted FY 2014-2015: \$6,000, Actual estimate: \$13,000**

Grant from Community Bridges for training of Emmett Collins originally estimated for 6 months. Actual will be for 12 months, calculated monthly on Emmett's hours logged in each week.

to loan them out to residents and students for production and training.

## **EXPENSES**

### **Acct. #5000: Marketing**

Budgeted amount of \$1,000 will cover needs to promote classes and workshops.

Note: FY 2014-2015 was a negative of (\$30.12) due to a double payment from previous year that was adjusted in this FY.

### **Acct. #5030: Conference/Fees**

**Budgeted: \$5,000**

To send staff to 2 important conferences this Fall (ACM-NE conference), and next Spring (NAB Trade Show and Conference) that will help in planning equipment purchases and gain new insights into expansion of training and fundraising. Much of the cost will be covered by the Winant grant.

### **Acct. #5090: Telephone and Internet**

Budgeted: \$5,100

Reflects increase of \$50/month to cover expansion of broadband.

### **Acct. #5092: TelVue Streaming**

**Budgeted FY 2014-2015: \$3,000, Actual estimate: \$5,656.50**

TelVue is the company that provides ConcordTV its server. Due to the problems we have been experiencing with the server, it was necessary to pay \$2,956.50 for support for one year.

Budgeted: \$6,000

To cover annual costs for server support and fees.

### **Acct. #5200: Health Insurance**

**Budgeted FY 2014-2015: \$23,000, Actual estimate: \$20,000**

Budget amount reflected possible increases by Anthem that were much less than estimated.

Budgeted: \$28,000

To provide benefits to new production staff position.

### **Acct. #6300: Repairs/Maintenance**

Budgeted: \$2,500

To account for aging of equipment and the need for maintenance.

**Acct. #6560: Payroll Expenses**

This reduction from previous year is a result of cutbacks in part time staff to help cover benefits of the new full time production staff position.

**Acct. #7600: Reserve for Equipment**

**Budgeted FY 2014-2015: 0, Actual estimate: \$5,926**

See note for Acct. #4400: Annual Fundraiser: This amount must be kept in reserve as an expense toward the purchase of a new server.

This amount of \$37,580 is the reserve for a much-needed new server, which includes:

1. \$10,000 set as the fundraising goal;
2. The balance of \$27,580 is the difference available after expenses that will only be possible if franchise fee revenues are set at 37%.

